



## **JOB DESCRIPTION**

Salary Grade: 2 CUPE 1328
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**Job Title:**  
**Mail Clerk**

### **PRIMARY FUNCTION**

The primary purpose of this job is to sort all inter-office and incoming/outgoing mail, and to pick-up and deliver mail at the C.E.C.

### **MAIN RESPONSIBILITIES**

1. Sorts and slots all daily mail by location, and places larger envelopes and parcels in proper location on shelves.
2. Distributes mail by placing sorted mail and parcels in a buggy and delivering to various departments at C.E.C., and picks-up mail from departments at the same time.
3. Ships and receives mail and parcels by:
  - Phoning commercial courier for pick-up and delivery if request is urgent or destination is outside Metro Toronto, completing required form and keeping receipt.
  - Signing for delivered goods and confirming that goods are addressed to TCDSB.
  - Moving parcels in the loading dock and mail room area using dolly as required.
4. Operates postage meter as assigned by weighing parcels and envelopes on automatic digital scale, entering postage amount on meter, feeding envelope through meter to get stamped or placing stamp on large envelopes and parcels, and placing in mail bag to be delivered to local post office.

5. Performs other duties as assigned or required.

**SKILL**

- Secondary School Diploma
- 3 – 6 months related experience

**EFFORT**

- Complexity of the job is in delivering mail with incomplete or insufficient address.
- Job requires a combination of walking/standing (up to 70% per day) to sort, deliver and handle mail and parcels. Visual concentration (up to 25% per day) is required in sorting mail. Lifting and carrying parcels weighing up to 40 lbs. in the mail room area is done less than 10% per day.

**RESPONSIBILITY**

- Ensuring that mail is delivered to proper location by placing in proper slot, and that all mail has been sorted and ready for delivery the next day. Guidance to the special needs co-worker(s) in the department.
- Errors that are likely to occur include, mail incorrectly slotted and delivered to wrong location, and incorrect postage being applied to mail. Errors would result in lost time in redirecting mail, important or urgent mail not being received on time, and wasted postage.
- Contacts with courier drivers daily regarding mail deliveries and pick-ups, staff at C.E.C. inquiring about status of the mail daily. Contacts with commercial courier to request pick-up and/or delivery.

**WORKING CONDITIONS**

- Daily exposure to noise from postage meter up to 3 hours daily. Exposure to vehicle exhaust fumes whenever delivery vehicles are kept idling and door to loading dock is open. Odors from the Print Shop. Exposure to weather extremes when door to the loading dock is open.
- Stress may result from:
  - Courier drivers returning school mail at the same time.
  - Interruptions from staff at C.E.C. requesting assistance and inquiring about the status of mail.
  - Receiving several requests for assistance at the same time.