



OUR VISION
*To be the best place to raise a
child and age successfully.*

JOB POSTING

JOB ID #: 14572

Delivery Clerk - CHH
CityHousing Hamilton
Operations
55 Hess St. S

NUMBER OF VACANCIES: 2

UNION/NON-UNION: CUPE Local 5167 Inside

HOURS OF WORK: 35.00 per week

GRADE: C

SALARY/HOUR: \$22.700 - \$24.674 per hour

Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Temporary Full-time

Note: These vacancies are for up to 12-24 months due to a special project.

Job Description ID #: 7094

JOB SUMMARY:

Reporting to the Property Manager, perform courier services for CityHousing Hamilton. Responsible to operate a commercial vehicle, deliver and pick up 24 hour notices, newsletters/flyers to CHH buildings/townhouse complexes across the City of Hamilton. Perform heavy lifting, bending, twisting and moving of materials.

QUALIFICATIONS & REQUIREMENTS:

Previous experience as a courier in relation to duties listed above, normally acquired through a combination of education or related work experience.

Ability to work well with the public and ability to adopt a customer perspective. Previous Social Housing experience and/or experience working with vulnerable clients with special needs considered an asset.

Must hold and maintain a valid Class "G" driver's licence. Possess and maintain driving record deemed satisfactory by the Employer at the time of hire and a valid driver's licence (Candidate's must provide a recent copy of a driver abstract upon request. Driver abstracts cannot be older than 14 days upon submission.)

Must be physically fit and physically capable of lifting heavy items exceeding 10kg, while bending and twisting.

Ability to read, document and understand written and verbal instructions for the operation of simple equipment or the completion of routine office functions such as filing; documentation, communication, as well as delivery instructions and routes specifically in the City Of Hamilton.

Note: As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Record and Judicial Matters Check, at their own expense, prior to beginning work in this position.

This competition will include an interview and/or assessment as part of the selection process.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply online at www.hamilton.ca/careers on or before: **2018-12-12**.
