


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Mail Porter</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>108</u></p>
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<p>Decision Making</p> <p>Responsible for sorting and processing mail. Delivers mail and supplies as required throughout the facility. Has some latitude regarding prioritization of deliveries.</p>	<p>Degree</p> <p style="text-align: center;"><u>1.5</u></p>
<p>Education</p> <p>Grade 10.</p>	<p style="text-align: center;"><u>1.0</u></p>
<p>Experience</p> <p>No previous experience. Three (3) months on the job to become familiar with region/facility/department policies and procedures including postal and courier procedures/regulations.</p>	<p style="text-align: center;"><u>1.0</u></p>
<p>Independent Judgement</p> <p>Follows Canada Post guidelines/regulations for metering mail. Prioritizes delivery and redirection of mail, parcels, and supplies.</p>	<p style="text-align: center;"><u>2.0</u></p>
<p>Working Relationships</p> <p>Requires common courtesy in working with others. May have communication with Canada Post and courier personnel requiring courtesy and cheerfulness.</p>	<p style="text-align: center;"><u>1.5</u></p>

Impact of Action	Degree
Provides mail services within established time lines and Canada Post regulations to meet quality and service requirements. Misdirected mail may have a minor effect on the processing and handling of information and may require others to trace.	<u>1.0</u>
Leadership and/or Supervision Provides occasional orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort such as walking, pushing mail cart, pulling, lifting and carrying parcels and mail.	<u>2.0</u>
Sensory Demands Occasional sensory effort with visual attentiveness while sorting, delivering and picking up mail.	<u>1.0</u>
Environment Occasional exposure to minor conditions such as risk of personal injury causing slight discomfort.	<u>2.0</u>