


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b>      Mail Porter</p> <hr/> <p><b>Date</b>              October, 2000</p> <hr/> <p><b>Revised Date</b>    2004</p> <hr/> <p><b>Revised Date</b>    January 15, 2020</p> <hr/>	<p style="text-align: center;"><b>Code</b></p> <hr/> <p style="text-align: center;">108</p> <hr/>
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<p><b>Decision Making</b></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 style="text-align: center;"><b>Degree</b></p> <hr/> <p style="text-align: center;">1.5</p> <hr/>
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<p><b>Education</b></p> <p>Grade 10.</p>	<p style="text-align: center;"><b>Degree</b></p> <hr/> <p style="text-align: center;">1.0</p> <hr/>
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<p><b>Experience</b></p> <p>No previous experience. Three (3) months on the job to become familiar with postal and courier procedures/regulations and department policies and procedures.</p>	<p style="text-align: center;"><b>Degree</b></p> <hr/> <p style="text-align: center;">1.0</p> <hr/>
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<p><b>Independent Judgement</b></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;"><b>Degree</b></p> <hr/> <p style="text-align: center;">2.0</p> <hr/>
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<p><b>Working Relationships</b></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;"><b>Degree</b></p> <hr/> <p style="text-align: center;">1.5</p> <hr/>
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**Job Title**

Mail Porter

**Code**

108

<p><b>Impact of Action</b></p> <p>Misdirected mail may have a minor effect on the processing and handling of information and may require others to trace.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Leadership and/or Supervision</b></p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Physical Demands</b></p> <p>Regular physical effort such as walking, pushing mail cart, pulling, lifting and carrying parcels and mail.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Sensory Demands</b></p> <p>Occasional sensory effort with visual attentiveness while sorting, delivering and picking up mail.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Environment</b></p> <p>Occasional exposure to minor conditions such as risk of personal injury causing slight discomfort.</p>	<p><b>Degree</b></p> <p>2.0</p>