

School District No. 8 (Kootenay Lake)

Job Description

Status: APPROVED

Date: February 2011

Revised:

Job Title

Courier

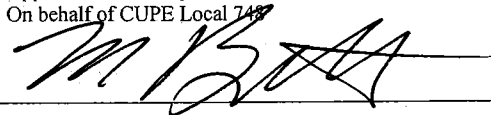
Job Summary

An employee who is responsible for the care and distribution of mail, documents and other items to schools and School District buildings and may be required to operate a school bus.

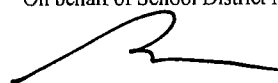
Job Requirements

1. Possess a valid B.C. Class 2 (minimum) Driver's License including an air endorsement.
2. Completion of the School District Bus Driver Training Program.
3. Must attend training and safety programs provided by the Board.
4. Must be able to lift objects in compliance with WorkSafe BC regulations.
5. Pick up and dispose of recycling.
6. Ability to communicate effectively.
7. Ability to establish and maintain good working relationship with school district personnel.
8. Ability to be flexible and work with minimal supervision.
9. Ability to work well under pressure and utilize effective time management skills.

Approved: February 2011
On behalf of CUPE Local 748



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On behalf of School District No. 8 (Kootenay Lake)



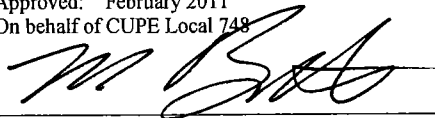
10. Must have understanding and knowledge of safe work practices.

11. Perform other job related duties as may be assigned.

Job Conditions

1. Work can be stressful, requiring constant alertness and concentration.

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