



Courier

Administrative Procedure 2.B.25

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: December 2017

Date Amended: November 2024

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

The Courier operates as part of the Operations Team that provides efficient, respectful and effective service to the division.

GENERAL POSITION DESCRIPTION

Under the supervision of the Transportation Supervisor, the Courier is a member of the Operation Support Centre. This position is responsible for safely transporting materials throughout the Division and to surrounding communities including Winnipeg.

RESPONSIBILITIES AND DUTIES

1. Safely transport materials within and outside the Division
2. Utilize the ESD Courier email system to plan efficient use of travel time
3. Consult with Transportation Supervisor if a change of schedule needs to be considered or if there are questions about road conditions/weather
4. Proactively advise ESD Secretaries via email if there is a revision to weekly schedule
5. Advise Transportation Supervisor if the demands for courier are such that other duties may be assigned in keeping with scope of job and skill sets
6. Consult with Transportation Supervisor if there are any materials that are perceived as unsafe to transport (e.g. too heavy for one person)
7. Meet with Transportation Supervisor monthly for supervision, goal setting and problem solving
8. Other duties as assigned

SKILLS/QUALIFICATIONS

- Valid Class 5 Manitoba driver's license with a clean abstract
- Grade 12 or equivalent
- Strong Computer Skills
- Ability to work in a team environment
- Minimum two (2) years relevant training and experience
- Must be organized and comfortable driving in various weather /road conditions