

Job Description/Specification

Identification:	J0241	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Production Clerk	FORMER TITLE/DEPARTMENT: Mailroom & Bindery Clerk & Photocopy Clerk
DIVISION/DEPARTMENT:	CCD/Production	PAY GRADE: 3
SUPERVISOR'S TITLE:	Production Supervisor	DATE APPROVED: Oct 30, 2018

Function and purpose (a)

Provides photocopying support services to all Federation departments and divisions from the central photocopying in the production area. Performs a variety of shipping and receiving duties for all outgoing and incoming materials. Collects and processes outgoing and incoming mail for all Federation departments; processes incoming mail for all Federation departments; processes the mailing out of printed material in a variety of bulk forms; maintains records of postage charges. Functions as a member of the Production team.

Principal duties and responsibilities (a)

General

1. Performs receiving duties for all incoming paper and packaged materials; checks and signs for material received. Receives bags of incoming mail. Performs shipping and receiving functions in the Production Department, including:
 - a. Receiving all bulk deliveries of Federation supplies, equipment, and office furnishings. Operation of a small forklift is required.
 - b. Adding production materials to inventory and distributing non-departmental material as requested.
2. Keeps abreast of BCTF policy for mailing letters and packages. Determines the most efficient and cost-effective manner to send mail.
3. Receives phone calls from all departments requesting shipping or courier services.

4. Meets regularly with Supervisor to discuss how mailings should be prepared for processing in the mailroom.
5. Assists the supervisor in training of casual staff and monitoring their work.
6. Participates in quality control meetings and staff training.
7. Informs Production Supervisor when paper stock is low.
8. Assists with mailings as required such as BCTF Magazine and PSA newsletters, end-of-month school mailing, and daily mail, and counting, bundling, stuffing and tying packages.
9. Receives delivery of paper and stacks to shelves.

Mailroom & Bindery

1. Applies appropriate billing numbers to waybills.
2. Dispatches all materials received to appropriate departments.
3. Processes all accounting billings from Canada Post and couriers.
4. Researches and decides most economical avenue of shipping.
5. Collects outgoing mail from all departments according to regular daily schedules; transports to mailroom using hand cart; sorts according to geographic destination, type of mail and/or postage rate applicable; weighs, wraps, or packages materials as necessary; applies mail designation sticker; processes registered, special delivery, or COD type mail; determines correct postage; prepares printed and bound material for mailing; runs envelopes through postage meter machine; applies postage stamped stickers to parcels and packages; meters cards and envelopes for bulk mailings; occasionally gives direction to helpers who assist with the work. Must stay current with Canada Post/Courier services and rates.
6. Maintains records of all postage chargeable to Federation budget programs; ensures for an adequate amount of postage in metering machine; estimates postage requirements at regular intervals; prepares cheque requisitions to buy postage for meter and takes meter head and authorized cheque to post office to receive postage credits.
7. Arranges for reimbursement of funds from Canada Post/Courier billing errors.

8. Selects appropriate means of shipping, places calls and arranges for delivery by outside companies; types up waybills and applies appropriate account number for billing purposes; ensures that material to be shipped is adequately packaged, wrapped, and addressed. Checks all courier billings and matches receipts to proper departments.
9. Processes and delivers incoming mail.
10. Prepares mailing labels, as required.
11. Performs a variety of bindery duties involving the set-up, operation, and minor maintenance of folding machines, paper drilling machines, stitching machine, laminating equipment, paper cutter machine, staplers, and padding equipment; stuffs envelopes, applies address labels and operates bun stringer, forklift and pallet jack.

Photocopying

1. Functions as key operator of departmental photocopying machines. Ensures that machines are in good running order at all times and contacts service representatives for repair and servicing. Attends to the general cleaning and minor maintenance of the Production photocopy machines.
2. Receives and checks photocopy requisitions and job sheets, schedules and ensures completion according to priority, rush orders and deadlines; determines best production methods to maximize machine efficiency. Recommends alternatives to users.
3. Processes all in-house photocopy jobs that are sent in PDF.
4. Keeps accurate records of machine malfunction, amount of maintenance required.
5. Assembles monthly photocopy tallies from all photocopier readings including production and departmental photocopiers, balances and submits to accounting department, e-mails or phones in monthly readings for billing. Keeps copies in binders, of readings and tallies.
6. In conjunction with Production Supervisor orders photocopier supplies (toner, staples, paper) for Production copiers. Unpacks supplies for storage. Keeps storage area organized.
7. Operates cutter, collating, stitching and drilling machines.
8. Uses pallet jack and forklift to move material in Production and loading dock.
9. Maintains drilling machine, replacing parts as necessary.
10. Does lamination of materials on request.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Two years of production work and general warehouse, mailroom and bindery experience including general clerical experience, some accounting/billing experience and one years' experience as a photocopy operator using a variety of current photocopier technologies. Some experience with processing PDF documents for duplication.

One year using computerized postal machines and knowledge of posting and shipping regulations is required.

Demonstrated ability to handle a wide variety of tasks and follow written instructions. Some experience working with couriers is required.

Good math and computer skills required and must have good oral and written communication skills.

General office experience an asset.

Education and training (c)

Completion of secondary school (Grade 12) required supplemented by job related training courses. One year of on the job training in a bindery, mailroom or warehouse. Must be familiar with electronic shipping technology

Familiarity with Unionware would be an asset.

Licences and certificates (c)

None.

Environment (g)

Physical/emotional environment consisting of conditions normally associated with a photocopy and mailing shop and clerical work such as communication skills, equipment dexterity and scheduling pressures. Environment also includes noise, paper dust and temperature changes. Physical environment includes the ability to stand for extended periods of time. Heavy lifting required – up to 50 lbs. Repetitive work.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with Federation staff are required to transmit, obtain and exchange information and data to explain or clarify information concerning mailing, shipping, or receiving of materials and photocopying materials.

Contacts and relationships with persons external to the Federation office involve delivery company personnel and post office personnel in the exchange of information, data and instructions, contacting service suppliers and additional contacts when covering other positions.

Machines, equipment and work aids used

Large postage meter machines, scales, photocopiers, fork lift truck, large and small bin collators, folding machines, paper drilling machines, paper shredder, photocopier with sorter and stapler stitcher, cutter, laminator, bindery equipment, staplers, padding equipment, bundle tyers, telephone, computer, calculator, printer and schedules of program account numbers and postage rates.

Positions supervised (e)

None

Physical and/or mental effort (f)

Meeting mailing deadlines for large volumes of mail, courier requests and photocopying and making deliveries. Work involves standing at mailing and bindery machines and photocopiers, bending, lifting, and/or moving of boxes, bags, and bundles of material weighing up to 50 pounds.

Working conditions (g)

Regular exposure to noise from the photocopy machines, bindery equipment and forklift. Paper dust and occasional odour from solvents and photocopy chemicals. Exhaust fumes from Courier/Canada Post vehicles and large delivery trucks. Lifting of heavy paper boxes (50 lbs.).