

RURAL CARRIER JOB DESCRIPTION

The principal mandate of the Office of the Chief Electoral Officer is to administer provincial electoral events, ensuring they are fair and free of political influence as set out in The Elections Act and The Election Financing Act. Within this mandate, the Chief Electoral Officer promotes voting opportunities to all eligible voters, educates the public about the electoral process, and provides assistance to political entities in complying with election legislation. The environment within which this mandate must be carried out is complex, dynamic, demanding and time-sensitive.

POSITION DESCRIPTION:

The rural carrier is responsible for ensuring timely delivery of supplies to pre-determined locations on specific routes, reviewing shipments prior to delivery and loading and unloading supplies inside each location. The rural carrier must remain impartial in all dealings during an electoral event and not engage in any partisan activity.

KEY RESPONSIBILITIES:

Under the general supervision of the returning officer, the rural carrier will:

- Pack and load shipments into vehicle for delivery to assigned location
- Deliver materials to returning offices, headquarters, suppliers, etc. on assigned routes
- Maintain ongoing communication with staff/suppliers
- Unload supplies as per instructions
- Ensure completion of required paperwork

QUALIFICATIONS:

- Use of a personal vehicle for business purposes
- A valid class 5 license with clean driving record
- Strong customer service skills
- Ability to lift up to 50 pounds
- Must possess a positive and professional attitude
- Flexibility, as the rural carrier's role commences with the issue of the writ of election, which may take place anytime between now and September 2020. This role requires flexibility in both the start date of work as well as the hours of work throughout the election period.
- Experience with the electoral process is considered an asset.

HOURS & REMUNERATION:

Hours of work will be established by the senior operations officer.

The rural carrier receives \$11.35 per hour plus \$0.43/km mileage for use of personal vehicle.