

**UWOSA JOB EVALUATION RECORDING FORM**

**Office Support Plan  
(APPEAL)**

**Dept:** Western Libraries  
**Dept. Num.** 160310  
**Incumbent:** Senad Omercajic  
**Citte Mem.Present:** UWOSA: M. Broadfoot, D. Shepherd  
 ADMIN: C. Bumbacco, P. Grant

**Job Title:** Driver

**Eval. Date:** 2004/03/10

I	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	Secondary school.. Class G driver's license. Some experience an asset	Educ	2	40		X	
			Exper.	B				X
II	Initiative	Controlled, routine, set procedures		2	20			X
III	Complexity/Judgement	Routine - delivery and pickups. Vehicle servicing. Some discreitoin when setting schedule		3	25	X		
IV	Contacts	Routine		2	20	X		
V	Errors	Minor		2	20		X	
VI	Supervision of Others	None	Char.	1	5		X	
			Scope	Any			X	
VII	Effort/Demands	Lifing - less than 50 lbs. Spends less than 50% of time in van		2	30			X
VIII	Physical Environment	Factory conditions		3	45			X

CLASSIFICATION ASSIGNED

Total Pts: **205**

Group: \_\_\_\_\_ Driver \_\_\_\_\_

Level: \_\_\_\_\_ 2 \_\_\_\_\_ EVAL. DATE: 2004/03/10

Co-Chair Signatures: UWOSA: M. Broadfoot \_\_\_\_\_

ADMIN: C. Bumbacco \_\_\_\_\_

**POSITION DESCRIPTION  
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO  
EMPLOYEE RELATIONS**

SOCIAL INSURANCE NO. \_\_\_\_\_ PRESENT INCUMBENT SURNAME \_\_\_\_\_ INITIALS \_\_\_\_\_ POSITION IDENTIFICATION DEPT. NO \_\_\_\_\_ P.S. JOB CODE \_\_\_\_\_  
 \_\_\_\_\_ OMERCAIC \_\_\_\_\_ S \_\_\_\_\_ 160310 SIAQ

**BASIC POSITION INFORMATION**

DEPT. NAME WESTERN LIBRARIES  
 SECTION NAME Facilities & Services Department  
 LOCATION The D. B. Weldon Library  
 WORK WEEK HRS. 35

FOR SALARY ADMINISTRATION USE	
CLASS'N	<u>Driver 2</u>
CLASS'D	<u>Feb/01</u> EFFECT <u>N.C.</u>
Date	Date
ANALYST	<u>DC-11</u>

SUPERVISOR SURNAME Woytaz INITIAL K PHONE X-84803

1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	92%
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- Performs distribution runs to the six Western Libraries on daily time scheduled basis.
- Conducts pick-up and delivery of mail to/from the four affiliated Libraries ( Huron University College Library, Brescia University College Library, King's College Library, St. Peter's Seminary Library) on daily basis.
- Responsible for the secure collection and delivery of material to/from the Archives and Research Collections Centre (ARCC) which is distributed to all University Campus Departments, Western Libraries and affiliated Libraries. Delivers special order boxes to each of these locations to be used for proper packaging of materials.
- Other pick-ups as described below:
- Pick-up and delivery of library material to/from Western Libraries Technical Services Department to the UWO Pride Library on a weekly basis.
- Pick-up and delivery of library material to/from Western Libraries Technical Services Department to the Faculty of Information and Media Studies on a weekly basis.
- Pick-up and delivery of all Canada Post and inter-campus mail to/from the UWO Physical Plant Department Mailroom (twice daily).
- Pick-up of books and library materials returned to both UWO Information Booths on a daily basis.
- Responsible for the secure delivery and collection of cash to/from all Western Libraries, and maintaining security until delivered to the appropriate unit/department.
- Responsible for the secure pick up and delivery of coinage and Western Library staff pay cheques and pay stubs on a weekly basis.
- Pick-up of stationary supplies from the Physical Plant Stationary Stores Department and delivering the supplies to The D. B. Weldon Library (mail room).
- Works directly with Library Mail Room Clerk in the daily processing of mail (i.e., sorting, preparation of tote boxes used in the distribution of all Western Libraries outgoing mail).
- Responsible for 80% of all afternoon mail room duties while RFT Clerk performs packaging and processing duties for the Inter-Library Loans Department.
- Operates the computerized mail processing postage machine and electronic mail scale.
- Sends and receives faxes, acts as shipper/receiver, and produces computer-generated cost allocation reports for departmental mail charge.
- Assumes all duties of the RFT Mail Room Clerk in his absence, and arranges daily workload schedule to accommodate other various on-and-off campus deliveries as required.

Responsible for the safe and efficient operation of the Western Libraries' cube box delivery van.

Assesses when maintenance to the delivery van is required, and is responsible for arranging all preventative and regular vehicle maintenance.

Responsible for fueling the delivery van on a weekly basis.

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<b>NO.</b>	<b>OTHER DUTIES (less than 10%)</b>	<b>8%</b>
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Assists other members of the Facilities & Services department when authorized.

Other miscellaneous duties as assigned.

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2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT **DIRECTLY AND FORMALLY** TO YOU.

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Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

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3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees
  - Work distribution and/or verification of results
  - Performance review and salary recommendations
  - Hiring and firing; please describe the degree of your involvement: \_\_\_\_\_
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4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
<input type="checkbox"/> Correspondence	<input type="checkbox"/>	Complete Composition
	<input type="checkbox"/>	Partial composition with general direction (verbal or written)
	<input type="checkbox"/>	Prescribed format
<input type="checkbox"/> Reports	<input type="checkbox"/>	Complete composition
	<input type="checkbox"/>	Partial composition ...
	<input type="checkbox"/>	Prescribed format
<input type="checkbox"/> Other:	<input type="checkbox"/>	Complete composition
	<input type="checkbox"/>	Partial composition ...
	<input type="checkbox"/>	Prescribed format

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5) WHAT ARE THE **MINIMUM SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE REQUIRED TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?**

Secondary school graduate; clear and valid MTO driver's licence ("G" class minimum); experience driving a commercial vehicle - cube-box van; ability to assess when vehicle requires servicing, ability to lift material weighing up to fifty (50) pounds; good organizational and communication skills; must be bondable.

6) PLEASE DESCRIBE THE **NATURE AND FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

- Minimal supervision required.
- Organizes own daily work schedules.
- Supervisor is consulted to clarify questions regarding policy and usual operating problems.

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- Coordinates daily work requests that conflict with the scheduled distribution of goods.
- Queries regarding the expected time of delivery of materials/goods.
- Coordinating all scheduled deliveries and all duties of the Mail-room Clerk when Clerk is absent and/or on vacation.

8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

- Vehicle repairs requiring authorization.
- Priority of work requests that could disrupt or cancel the daily distribution of goods.

9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

- Planning of non-scheduled work requests that involve the use of the Library vehicle.
- Vehicle service (repair and preventative maintenance).

10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept	FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
Library Staff		Daily	Arrangements re pick ups/deliveries
Campus Post Office		Daily	Western Libraries' Mail

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member:

\_\_\_\_\_  
Present Classification: Driver II

George Lewis  
Signature

October 27, 2003  
Date

Supervisor:

K. Hays  
Signature

October 27, 2003  
Date

J. Garnett

27 October 2003

# POSITION DESCRIPTION QUESTIONNAIRE

# THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS DEPARTMENT

## A. PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

## B. USE

This Questionnaire **must be used** to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact Salary Administration at extension 82198.

## C. INSTRUCTIONS

1. The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration in Employee Relations Department.
2. The following table may be helpful in determining annual time percentages:

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
3. If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

## D. NOTES

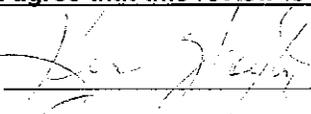
1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

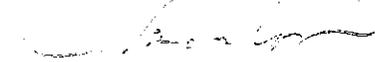
Please complete below and forward with the Questionnaire.

### Reason(s) for requested review

- Classify new position
- Change in responsibilities
- Check current classification
- Update your records

### Routing approvals: I agree that this review is required

Immediate supervisor 

Department Head 

Dean's Office 

Date October 27, 2003