

## **JOB DESCRIPTION – OPERATOR**

### **TIME COMMITMENT**

3 hours instructor led virtual training	Prior to Election Day
2 hours equipment pick up and drop off if required	Prior to Election Day. Date to be confirmed during training session
Election Day	October 24, 2022 (9 am – 9 pm)

### **TOTAL PAY**

**\$323.75** *(this is a flat rate which includes training, picking up supplies and, if required, returning them to Elections Headquarters and working Election Day)*

### **EXPECTATIONS AND RESPONSIBILITIES**

Under the direction of the Elections Office and the Location Manager the Operator is responsible for:

- Picking up the Tabulator prior to voting day;
- Assisting with polling location set up, opening and closing;
- Setting up and taking down the Tabulator and ballot box (tabulator weighs approximately 30 pounds);
- Ensuring the Tabulator is operating properly throughout the day;
- Ensuring that all ballots are correctly fed through the Tabulator;
- Helping electors that require assistance;
- Ensuring that results are successfully transmitted to Elections Headquarters on Election night;
- Performing other duties as assigned by the Elections Office or Location Manager;
- Returning election supplies, to Elections Headquarters following the close of the polls if required.

### **QUALIFICATIONS**

- Previous experience working in a City of Mississauga election preferred;
- Successful completion of the elections training;
- Must have a valid driver's licence and access to a vehicle on Election Day;
- Must have the ability to read, speak and write the English language;
- Must be familiar with automated equipment and troubleshooting equipment issues;
- Must be able to assist with the set up and take down of the polling location which may include lifting up to 55+ pounds (tabulator weighs approximately 30 pounds and other supply bags can weigh 55+ pounds);
- Must have a professional demeanour and the ability to communicate with electors in a friendly and courteous manner;
- Must consistently demonstrate good judgement and problem solving skills;
- Must be able to work well as a member of a team;
- Must be able to stand for long periods of time;
- Must be able to set aside personal political preferences and deal with electors in a non-partisan manner;
- Must have a personal email address to receive correspondence from the Elections Office.