

JOB DESCRIPTION – OPERATOR

TIME COMMITMENT

3 hours in person training	Prior to Election Day at Civic Centre
2 hours equipment pick up and drop off if required	Prior to Election Day
Election Day	June 10, 2024 8:30am until dismissed by the Location Manager

TOTAL PAY

\$371.00 (This rate includes pay for training, supply pick up and drop off as required by the Elections Office 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 from the Living Arts Centre 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.