

JOB DESCRIPTION

Position: Pickup and Delivery

Position Summary: Under the supervision of the Director of Maintenance/ Maintenance Supervisor, operate the delivery truck and deliver goods.

POSITION DUTIES

1. Delivery Truck

- organize and coordinate delivery of District supplies and equipment
- maintain a variety of records, including inventory
- assemble District light, staging and concert equipment, etc.
- perform pre and post-trip safety inspections
- ensure Occupational Health and Safety and WHMIS Regulations are followed
- occasionally coordinate and schedule work of others

2. Communication

- communicate to staff and others
- maintain confidentiality of information

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 10.

Valid Class 5 B.C. driver's licence.

Certification for transportation of dangerous goods.

Recent certificate for Defensive Driving course.

Four months recent **successful** experience in driving and familiarization with routes and locations.

Safe driving record (current driver's abstract required).

Working knowledge of the operation and service of the delivery vehicle.

Demonstrated ability to organize and coordinate delivery of district equipment.

Excellent interpersonal and communication skills.

Physically able to do all aspects of the job, which includes heavy lifting.