

## **TRUCK DRIVER / HELPER**

### **PURPOSE:**

This position provides services for the timely and accurate distribution of material, supplies, and mail throughout the division and for assisting in the Maintenance Department during non-school periods throughout the year.

This position reports directly to the Maintenance Services Manager and indirectly to the Superintendent of Facilities.

### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Deal tactfully with staff, students and the public
- ⇒ Clean and maintain the delivery vehicle regularly
- ⇒ Pick up and deliver materials, supplies and mail within the school division in a timely manner, while maintaining a schedule
- ⇒ Inspect all deliveries to ensure materials received correspond to packaging documentation, that damage has not occurred and items can be delivered to their appropriate location
- ⇒ If packages reveal any damage or loss, determine in a timely manner if the order is to be accepted or rejected and follow-up with appropriate claim for damage or shortages
- ⇒ Forward all packing slips/invoices to Accounts Payable if purchases are generated from a purchase order or to the Purchasing Officer
- ⇒ Maintain vehicle and equipment log sheets as required
- ⇒ Assist maintenance staff as required
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements
- ⇒ Perform other related duties as assigned

### **QUALIFICATIONS:**

#### **EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Successful completion of Grade 12.
- ⇒ Experience in the operation of larger vehicles, i.e., one ton cube van would be a definite asset.
- ⇒ Experience and/or training in operation of construction equipment including but not limited to front end loaders, tractors, picker truck, etc. would be a definite asset.

#### **REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:**

- ⇒ Valid WHMIS Certificate
- ⇒ Valid Drivers Licence
- ⇒ Valid First Aid / CPR Certificate
- ⇒ Valid Safety Certification

**KNOWLEDGE, SKILLS & ABILITIES:**

- ⇒ Demonstrated skill and ability in the operation of larger vehicles, i.e., one ton cube van.
- ⇒ Demonstrated skill and ability in the operation of construction equipment including but not limited to front end loaders, tractors, picker truck, etc.
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Ability to organize efficient delivery schedules and routes.
- ⇒ Possess the skills to operate a vehicle safely at all times.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- ⇒ Ability to safely operate tools and equipment required to perform assigned work such as miscellaneous hand tools, power tools (skill saws, drills, etc.).
- ⇒ Skill in the use of assigned tools and equipment (tractor, loader, lift-boom truck, power tools, etc.).
- ⇒ Ability to work as a team player and to work cooperatively with other trades and contracted personnel.
- ⇒ Ability to do heavy work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently and/or 20 lbs. of force constantly to move objects).

**ADDITIONAL INFORMATION:**

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in service or courses of study.

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE  
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.**