

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: Pickup and Delivery

Job No: 338A

POSITION SUMMARY: Under the supervision of the Manager of Maintenance Services, or designate, operate the delivery truck, deliver goods and maintain the custodial warehouse.

POSITION DUTIES AND RESPONSIBILITIES:

- Responsible for using a delivery truck to pick up and deliver supplies and equipment and to assist in yard work, material handling, truck loading and unloading.
- Maintain the District warehousing program to include maintenance, custodial and school supply storage and distribution.
- Process stock, inventory and requisitions in preparation for delivery
- Communicate with students, staff and others.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 10 plus Class 5 B.C. driver's licence with air brake endorsement
- 1 year recent successful experience, including driving (pickup + delivery), warehouse, forklifts and other mobile equipment
- Successful applicant will be required to obtain forklift operator certification

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to drive a vehicle GVW 13,500 kg, 7-speed transmission
- Ability to maintain established organizational procedures in a variety of warehouse settings
- Ability to set priorities within a demanding work schedule
- Ability to understand and carry out oral and written instructions
- Ability to keep accurate records
- Must be physically fit (frequent lifting heavy weight objects) and able to carry out the duties involved in pick-up and delivery services and perform heavy manual outdoor tasks in all weather
- Ability to work alone and, as the need arises, with other employees in a team effort
- Exemplary interpersonal skills to maintain a good rapport with building administrators, district staff and the public
- A good knowledge and understanding of work safe practices
- Ability to carry out pre-operational vehicle and equipment checks and associated records
- Ability to operate a computer and effectively use communication software

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: Sept. 23/16