

Position: Van Driver II
Department: Public Services
Reports to: System Materials Handling Coordinator
Supervises: N/A

Position #: P603-18

I. Position Summary

Under the direction of the System Materials Handling Coordinator, the incumbent is responsible for the accurate and efficient delivery of materials between branches and the operation and maintenance of the assigned vehicle in accordance with road safety requirements. Accuracy, organization and high productivity are essential in this position.

The incumbent exercises some independent judgement and action within established library policies, procedures and practices.

II. Accountabilities

Follows assigned delivery schedules.

Accurately and efficiently delivers materials, furniture, equipment, recycling and money to/from branches, Headquarters and non-library locations. May assist with assembly or takedown of library shelving.

Assists with Branch moves by assembling/disassembling wooden moving carts, transporting loaded wooden moving carts between locations and transferring disassembled metal shelving as required. May assist with the movement of loaded boxes as time permits.

Performs minor vehicle maintenance and monitors commercial maintenance work. Advises System Materials Handling Coordinator/Chief Financial Officer on van repair needs.

Advises System Materials Handling Coordinator of possible route changes.

Advises System Materials Handling Coordinator and other drivers of any problems along route (i.e. highway repairs)

Assists with the clearing of walkways at HQ during winter months.

III. Working Conditions

Drives an air-conditioned truck equipped with cell-phone. Works in various types of weather; loads and unloads outside (several hundred/day); day and night driving. Has contact with the public, employees at branches and Headquarters.

IV. Job Specification

a. Education

Grade 12 or equivalent
Plus
Automotive Mechanics Entry Level Program or equivalent

b. Related Experience

Minimum three (3) years current commercial driving experience with vehicles 10,000 kg. GVW

V. Other Requirements

- Valid B.C. Driver's Licence and proof of a clear driving record.
- Bondable
- Ability to diagnose mechanical safety of a commercial vehicle.
- Demonstrated knowledge of local, provincial and federal traffic regulations.
- Demonstrated ability to operate efficiently the assigned vehicle in safety and in conformity with legal requirements under all weather conditions.
- Ability to carry out assignments efficiently and accurately as directed by supervisor.
- Ability to follow written and oral instructions accurately.
- Good organizational skills, with the ability to work independently as well as in a team environment.
- Ability to communicate with courtesy, tact and interest with staff and all sectors of the public.
- Thorough knowledge of safe lifting techniques
- Physical ability to handle book bins, boxes of books, loaded book trucks and pallet jack.

Carla Phillips, Director of Human Resources _____

Date: _____

Approved by:

Don Nettleton, Chief Executive Officer _____

Date: _____

INPUT PROVIDED BY:

| Name | Position | Location |
|---------------|---------------------------------------|-----------------|
| Deb Dolman | System Materials Handling Coordinator | HQ |
| Gary Konechny | Van Driver II | HQ |