

THE COMOX VALLEY TRANSITION SOCIETY

JOB DESCRIPTION

Position: Truck Driver/Building Maintenance Worker
Status: Union
Benchmark: Integrated Truck Driver and Maintenance Worker
Grid: 10

Summary:

The Truck Driver/Maintenance Worker performs preventative maintenance, repairs and grounds keeping at multiple CVTS buildings and program sites. In addition, this position is responsible for the safe and courteous pick-up and delivery of goods donated to the Too Good To Be Threw Thrift Shop.

KEY DUTIES AND RESPONSIBILITIES:

A. General

- Maintains current knowledge of and complies with Comox Valley Transition Society mission, policies, procedures, and standards of practice.
- Maintains confidentiality of information gained as a result of employment with the agency.
- Abides by Comox Valley Transition Society's code of ethics.
- Practices feminist philosophy as defined by CVTS.

B. Truck Driver Duties

- Responsible for loading and unloading of donations.
- Transport equipment, furniture and supplies as needed. Plans routing based on scheduled pick-ups/drop-offs.
- Perform walk around inspection of vehicle checking items to maintain equipment in good operating condition and report any problems. Responsible for refueling of vehicle.
- Responsible for security and safe operation of the vehicle and other assigned equipment.
- Directs assistants and/or volunteers in the loading and unloading of the vehicle.
- Treat all customers courteously.
- Accept or refuse donations according to Too Good To Be Threw guidelines.
- Provide assistance to thrift shop staff when delivering donations to ensure the proper placement and location in the store.
- Garbage hauling, cardboard breakdown, recycling, sorting, and disposing of items as needed including taking to dump.

C. Building Maintenance Worker Duties

- Schedules, monitors, and carries out preventative maintenance on buildings, equipment, and grounds. Ensures building and equipment meet all safety, security and fire regulations and policies.
- Performs general maintenance, repairs, and janitorial duties such as, carpentry, minor plumbing, mechanical, painting and disassembling/assembling equipment or furniture.
- Sourcing and purchasing materials and supplies as required.
- Monitors work performed by contractors, prepares estimates of labour and material costs,

contacts external contractors and trades people to obtain quotes and arranges for repairs and maintenance work.

- Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste.
- Cleans external areas such as entranceways, sidewalks, and parking lots. Performs gardening and lawn maintenance tasks.
- Completes and maintains related records such as maintenance logs.
- Responds to emergencies as needed
- Performs other duties as required

QUALIFICATIONS:

D. Job Skills and Abilities

- Ability to perform basic carpentry, plumbing, electrical and landscaping
- Strong verbal communication, interpersonal skills.
- Good organization and time management skills.
- Strong customer service skills.
- Physically fit with the ability to properly lift 100 pounds.
- Ability to use all equipment needed to fulfill duties.
- Must be able to read maps and plan daily routes efficiently.

E. Education and Experience

- High School Diploma plus related vocational training
- 2 years recent related experience
- Equivalent combination of education, training, and experience

F. Other Requirements:

- Valid BC driver's license and clean driver's abstract.
- Relevant Criminal Record Clearance.
- First Aid Certificate
- Wear approved safety footwear and safety vest.