

Metro Vancouver

Position Description: Truck Driver/Storekeeper I (G531)

July 14, 2010

Purpose of Position: To provide daily pick up/delivery throughout Metro Vancouver facilities and suppliers and to support Metro Vancouver store facilities as required.

Duties:

Operates panel or flat-deck truck of light weight to pick up and, deliver a myriad of items to and from Metro Vancouver suppliers, delivering same to stores, head office, Housing Department distribution points, and other Metro Vancouver plants and job sites.

Pick up and deliver mail and other items on a regular schedule throughout Metro Vancouver facilities and occasionally to member municipalities, suppliers and job sites.

Check vehicles for safe operating condition and attend to its cleaning to ensure that running maintenance is done on schedule.

Assist the in loading and unloading of materials.

Deliver pay cheques to job sites and plants.

Accepts and issues a wide variety of materials and equipment.

Operates material handling equipment.

Conducts periodic count of inventory items as desired.

Maintains Store areas and office in neat and orderly condition.

Requirements:

Grade 12, plus a minimum of one year experience in warehousing methods.

Valid B.C. Driver's Licence.

Skill in the operation of light trucks and knowledge of purchase and delivery documentation.

Good Organizational skills.

Capable of lifting to Work Safe BC maximum standards.

Familiar with Metro Vancouver locations and with Metro Vancouver as a whole.

Health certificate for watershed entry.