



JOB TITLE: Truck Driver

DATE:	1/ 2017
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REPORTS TO:

Moving & Storage Lead hand and Supervisor

JOBS REPORTING: none

DEPARTMENT: Central Stores

LOCATION: ECH

GRADE: 4

PRIMARY PURPOSE:

To maintain efficient delivery and pick up of large freight across campus and other local destinations. This position would also be involved with the set up and teardown of special events on campus. Additional duties would include E-waste, Recycled paper and Confidential Shredding processing, on a staff rotation basis.

KEY ACCOUNTABILITIES:

1.	Delivery and pick up of all bookings material.
2.	Delivery and pick up of large freight in a safe manner to and from designated buildings.
3.	Pick up of large surplus and storage items.
4.	Ensure all campus building loading dock areas are clear and safe.
5.	Maintain all fire code/safety protocols for campus building hallways and stairwells.
6.	Set up and teardown of special events e.g. convocation, exams and conferences.
7.	Provide on and off campus furniture moves.
8.	E-waste pickup and processing.
9.	Office paper collection for recycling and subsequent processing
10.	Confidential paper collection and subsequent shredding processing, using an industrial shredder.
11.	Assist at other jobs at Central Stores when needed (i.e. mail delivery, surplus management, gas cylinder delivery, etc)
12.	Accountable for all keys, portable phones and scanners.
13.	Safe and responsible operation of University vehicles and equipment.

POSITION REQUIREMENTS:

Education:

High school diploma or equivalent education and experience



Experience:

- Must possess a valid “G” driver’s license.
- Tow motor experience preferred.
- Must have good organizational and communication skills, both verbal and written.
- Familiar with Excel spreadsheet data collection processes.
- Must be able to work varying hours based on work assignment requirements.
- Successful applicants will be required to complete training in safety, WHMIS and UW tow motor licencing.
- Occasional overtime will be required.

Technical:

MS Word	Excel	PowerPoint	Other
Required	Preferred	N/A	Palm scanner technology

NATURE AND SCOPE:

• **Interpersonal Contacts:**

Demonstrate ability to manage customer satisfaction through diplomatic handling of customer issues and changes in priority.

• **Level of Responsibility:**

The ability to work with minimum supervision.

• **Decision-Making Authority:**

Minimal

• **Physical and Sensory Demands:**

Able to lift or move heavy items of various weights (75 lbs to 1000+ lbs) using appropriate lifting techniques and moving equipment.

• **Working Environment:**

- a) Perform all trucking responsibilities (including driving) as well as other jobs required in Central Stores.
- b) Work in all seasonal conditions both inside and outside as the scope of the position includes exterior dock and ground level loading/unloading, with interior final delivery destination points.