Job Description

**Job Title:** Truck Driver  
**Department:** Central Stores  
**Reports To:** Supervisor, Central Stores  
**Jobs Reporting:** None  
**Salary Grade:** USG 4  
**Effective Date:** January 2017

**Primary Purpose**  
The Truck Driver maintains efficient delivery and pick up of large freight across campus and other local destinations. This position is also involved with the set up and teardown of special events on campus. Additional duties include e-waste, recycled paper, and confidential shredding processing, on a staff rotation basis.

**Key Accountabilities**

**Delivery and Pick Up**  
- Delivery and pick up of all bookings material and large freight in a safe manner to and from designated buildings  
- Pick up of large surplus and storage items  
- Provide on and off campus furniture moving services  
- Confidential paper collection and subsequent shredding processing, using an industrial shredder  
- E-waste pickup and processing  
- Office paper collection for recycling and subsequent processing

**Health and Safety**  
- Ensure all campus building loading dock areas are clear and safe  
- Maintain all fire code/safety protocols for campus building hallways and stairwells  
- Safe and responsible operation of University vehicles and equipment

**Other Duties**  
- Set up and teardown of special events e.g. convocation, exams and conferences  
- Accountable for all keys, portable phones and scanners  
- Assist with other jobs at Central Stores as needed (i.e. mail delivery, surplus management, gas cylinder delivery, etc)

**Required Qualifications**

**Education**  
- High school diploma or equivalent education and experience  
- WHMIS and Safety training required

**Experience**  
- Valid “G” driver’s license required  
- Tow motor experience preferred

**Knowledge/Skills/Abilities**  
- Must have good organizational and communication skills, both verbal and written  
- Familiar with Excel spreadsheet data collection  
- Must be able to work varying hours based on work assignment requirements
Nature and Scope

- **Contacts**: Demonstrate ability to manage customer satisfaction through diplomatic handling of customer issues and changes in priority.
- **Level of Responsibility**: This position requires the ability to work with minimum supervision.
- **Decision-Making Authority**: Minimal decision making is required for this role.
- **Physical and Sensory Demands**: Able to lift or move heavy items of various weights (75 lbs to 1000+ lbs) using appropriate techniques and moving equipment.
- **Working Environment**: Performs all trucking responsibilities (including driving) as well as other jobs required in Central Stores. Works in all seasonal conditions, both inside and outside, as the scope of the position includes exterior dock and ground level loading/unloading with interior delivery destination points. Occasional overtime may be required.