

## **SCHOOL DISTRICT NO. 62 (SOOKE)**

### **TITLE: UTILITY DRIVER/WAREHOUSEMAN**

### **QUALIFICATIONS:**

1. Secondary school graduation.
2. Valid B.C. driver's license.
3. 6 months experience as a delivery driver and warehouseman
4. Understanding of basic computer skills and email programs.
5. Good health and sufficient strength to perform a variety of manual tasks.
6. Ability to get along well with others.
7. Ability to work with minimum supervision.
8. Ability to keep clear and concise records.

**RESPONSIBLE TO:** Manager of Facilities or his designate.

**SUPERVISES:** As directed.

**JOB GOAL:** To assist the Property/Custodial manager, Custodial Foreman and Manager of Facilities in repair and distribution of all district furniture, equipment and custodial supplies.

### **PERFORMANCE RESPONSIBILITIES:**

1. Signs for goods received by transport and reports deficiencies or damage to the Property/Custodial Manager, Custodial Foreman and Manager of Facilities.
2. Responsible for inventory of district tables and chairs and their locations.
3. Stores goods in proper storage areas.
4. Assists Property/Custodial Manager, Custodial Foreman and Manager of Facilities in keeping perpetual inventories.
5. Deliver goods to schools as directed.
6. Performs other related duties as required.
7. Ship or deliver equipment for repair as directed.
8. Pick up and deliver locally repaired equipment.

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9. Assists in receiving, distributing and storing material for the district as required.

**TERMS OF EMPLOYMENT:** Twelve months per year.

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EVALUATION

DATE: November 17, 2017

JOB TITLE: Utility Driver/Warehouseman

Factor	Degree	Points	Substantiating Data
1. Knowledge	2	30	Less than Grade 12 with courses up to one year or Grade 12.
2. Experience	3	45	Six months and over.
3. Judgement	3	30	The job requires adapting established methods or procedures. Work involves a choice of methods or procedures
4. Concentration	2	20	Frequent periods of short duration; <b>OR</b> Occasional periods of intermediate duration.
5. Physical Effort	3	18	Light activity of long duration; <b>OR</b> Medium activity of intermediate duration; <b>OR</b> Heavy activity of short duration.
6. Dexterity	2	12	Employee is required to perform tasks that demand that accurate coordination of coarse movements, where speed is a secondary consideration.
7. Accountability	4	40	Actions could result in serious loss of time or resources; <b>OR</b> cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	3	24	Considerable degree of care required to prevent injury or harm to others.
10. Interpersonal Skills	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.
11. Disagreeable Conditions	2	20	Minor conditions with occasional exposure; <b>OR</b> Major conditions with little exposure.
TOTAL POINTS		269	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

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Date Signed: \_\_\_\_\_

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Date Signed: \_\_\_\_\_