

Benchmark Title**TRUCK DRIVER****Job Summary**

Operates a motor vehicle to transport goods between designated locations; picks up, delivers, loads and unloads goods at designated locations.

Key Duties and Responsibilities

1. Operates a motor vehicle such as a car, a van or a truck to transport goods to and from designated locations.
2. Picks up, delivers, loads and unloads goods such as materials, supplies and donated items. Ensures that the goods conform to established guidelines. Ensures that the goods are placed securely in the vehicle.
3. Plans driving routes to complete scheduled pick-ups and drop-offs.
4. Performs routine inspection and maintenance duties on vehicles and equipment such as cleaning vehicle, fuelling vehicle, checking fan belts, lights and tires and maintaining fluid levels. Recommends vehicle and equipment repairs as required.
5. Maintains related records in accordance with established procedures and guidelines.
6. Directs assistants and/or volunteers in the loading and unloading of the vehicle.
7. Performs other related duties as required.

Qualifications*Education and Knowledge*

Grade 10, plus valid BC Driver's license.

Training and Experience

Six (6) months recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: Truck Driver

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires Grade 10, plus valid motor vehicle license	1	19
2	Training and Experience – Requires 6 months recent related experience	2	50
3	Physical Demands – Often lifts and carries heavy weights such as furniture and other donated goods	6	42
4	Concentration – Often observes traffic flows and patterns; processes are straight-forward and repetitive	4	33
5	Independence – Work is guided by specific procedures but may involve changing planned route to complete schedule	2	29
6	Judgement – Judgement required to determine priorities in planning route and recognize known differences in driving, maintenance and loading	3	43
7	Leadership/Supervision – Provides guidance in work methods and procedures to assistants and volunteers	2	40
8	Accountability – Work is controlled by monitoring adherence to instructions; errors may result in limited damage to the truck and may result in minor delays	2	29
9	Communication – Exchanges factual information involving little conflict	1	14
10	Care of Individuals – Little or no responsibility	1	10
11	Environment/Working Conditions – Pace of work is controlled by set schedules; often faced with multiple demands with very tight time pressures to finish pickups and drop-offs. Works in all weather conditions.	6	50
Total Points			359