



# *Provincial Job Description*

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***TITLE:***  
**(075) Vehicle Operator**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Provides transportation and associated delivery services.**

***QUALIFICATIONS:***

- ◆ **Grade 10**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license**
- ◆ **Class 3 or 4 drivers license, where required by the job**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

**KEY ACTIVITIES:**

**A. Driving**

- ◆ Drives clients/patients/residents to appointments or activities.
- ◆ Transports supplies and equipment to other facilities (e.g., laundry, food items, pharmaceuticals, mail, laboratory samples).

**B. Shipping/Receiving/Distributing**

- ◆ Receives goods.
- ◆ Loads and unloads truck/van/bus.
- ◆ Delivers supplies throughout facility.
- ◆ Cleans and stocks shelves.

**C. Related Key Work Activities**

- ◆ Performs daily vehicle safety checks.
- ◆ Maintains van/truck (e.g., washing interior/exterior, arranging for service).
- ◆ Maintains maintenance logs
- ◆ Handles cash and negotiable securities i.e. bank deposits, trust fund transactions.
- ◆ Maps transport routes.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: September 15, 2020**