CLASSIFICATION GRID: 3 NEW GRID 1
(As of April 1, 2019)

BENCHMARK TITLE: TRANSPORT 1

BENCHMARK NUMBER: 80897

JOB FAMILY: TRANSPORTATION SERVICES

SCOPE AND LEVEL DEFINITION

Operates motor vehicles for the purpose of transporting supplies and materials. Performs routine inspection and maintenance duties on vehicles and related equipment.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Transports a variety of supplies and materials to various locations by operating motor vehicles such as cars, trucks, and vans.

2. Loads and unloads items such as materials, supplies, and clients' household items.

3. Performs routine inspection and maintenance duties on vehicles and equipment such as securing load, cleaning interior and exterior of vehicle, fueling vehicle, checking belts, lights, and tires, and maintaining fluid levels. Recommends vehicle and equipment repairs as required.

4. Collects payments, obtains required signatures, issues receipts, and balances cash.

5. Completes and maintains related records and documentation such as log books and statistics.

6. Performs administrative support duties such as answering telephones, arranging times for picking up and delivering supplies and materials, and altering schedules.

7. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Class V BC Driver's License
  Or an equivalent combination of education, training, and experience
  Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Ability to organize work
- Knowledge of basic vehicle maintenance