



**North Eastman Health Association Inc.
Job Description**

Courier/ Driver

Position Summary

Under the direction of the Manager of Materials Services, the Driver is responsible for the distribution and delivery of supplies and equipment for sites and services in the region.

Reports To: Manager of Materials Services

Union: Non Union

Qualifications:

Education and Experience:

- Completion of Grade 11.
- Valid Manitoba class "5" driver's license with a good driving record.
- Practical experience in operation of truck preferred.
- Possess the ability to communicate effectively in both oral and written form.
- Minimum 1 year related experience.

Knowledge, Skills & Abilities:

- Must be in good physical and mental health to meet demands of the position.
- Ability to do considerable walking, heavy lifting and pushing.
- Excellent communication skills.
- Ability to operate required equipment.
- Ability to inter-relate well with other staff and departments.
- Demonstrated ability to maintain professional ethics and confidentiality at all times.
- Demonstrated organization skills.
- Ability to work with minimal supervision.

Position Duties and Responsibilities:

1. Follow a predetermined schedule for the pick-up and delivery of supplies and equipment throughout the region.
2. Fulfills the region delivery requirements by driving the delivery truck.
3. Demonstrates working knowledge of Workplace Hazardous Materials Information Systems (WHMIS). Adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS).
4. Responsible for maintaining the regional delivery truck including:

- Cleaning of the delivery truck, interior and exterior
 - Scheduling the Preventative Maintenance Services for the delivery truck, etc.
5. Carry out other duties as may be assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date