

Job Description

Job Title:	Truck Driver
Department:	Central Stores
Reports To:	Manager, Central Stores
Jobs Reporting:	None
Salary Grade:	USG 4
Effective Date:	August 2019

Primary Purpose

The Truck Driver delivers and picks up large freight across campus and other off-site destinations. Truck drivers set up and teardown special events on campus. All office moves and heavy equipment moves (under 5000 pounds) are performed by the Truck drivers. Additional duties would include e-waste, recycled paper and confidential shredding processing.

Key Accountabilities

Freight Delivery and Pickup

- Delivers and picks up all large freight up to 5000 pounds on campus using a five ton truck and various material handling equipment.
- Plans how to pack and deliver freight and coordinates loading times.
- Coordinates logistics of delivery and correct/safest handling method of items.
- Ensures all deliveries are tracked and scanned at their final destination.
- Maintains access to all rooms on campus, and is accountable for all keys in their possession.

Moving Services and Event Setup

- Performs office and lab moves on campus in a safe, efficient and courteous manner.
- Sets up and tears down all large events on campus such as convocation and exams.
- Advises customers on the most advantageous and functional set-up arrangement.
- Delivers bookings daily for small events throughout campus.
- Delivers exams daily during exam season.

E-waste, Surplus and Shredding

- Picks up large volumes of confidential shredding, e-waste and surplus equipment for processing.
- Drivers assist in the processing of confidential shredding on a rotational basis.
- Hauls e-waste, scrap metal and other products to offsite locations for disposal.

Truck Operation and Maintenance

- Operates 5 ton trucks and a variety of material handling equipment in highly congested student areas.
- Inspects vehicle regularly including tires, lights, brakes, and gas, and reports any problems to the Supervisor.
- Responsible for refueling the vehicle at Plant Operations.
- Maintains interior and exterior of vehicle in clean and orderly fashion.

Customer Service

- Commits to professional and exceptional customer service.
- Ensures all customer inquiries are handled in a professional and timely manner and when customers are redirected to another staff, ensure customer is not left without service

Other Duties

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- Provides coverage or additional support in other areas as required, in accordance with the Department's business needs.
- Performs other duties and assists with special projects, as assigned.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- High school diploma or equivalent education and experience
- Valid G license and a clean driver's abstract

Experience

- 1-3 years in a material handling environment, including demonstrated experience operating larger motor vehicles (cargo van, cube van) and making deliveries
- Truck driving experience preferred
- Lift truck experience

Knowledge/Skills/Abilities

- Knowledge of campus is preferred
- Ability to work with a team and with minimal supervision
- Ability to use hand held electronics like cell phones and palm scanners
- Strong customer service, interpersonal and relationship-building skills
- Excellent organizational skills with the ability to prioritize
- Experience using MS Word, Excel preferred
- Excellent written and verbal communication skills
- Demonstrated ability to lift or move heavy items of various weights from 100 lbs to 5000 lbs using appropriate lifting techniques and moving equipment
- Demonstrated ability to walk for long periods of time

Nature and Scope

- **Contacts:** Enhance customer satisfaction through the diplomatic handling of customer issues and changes in priority. The incumbent maintains excellent relationships with customers (staff, faculty, and students) Excellent working relationships with colleagues to ensure a cohesive team environment, The incumbent will also interact with external contractors and police services when applicable.
- **Level of Responsibility:** Accountable for the safekeeping and use of a set of keys that allow campus-wide access. Misplacement of a key would result in campus-wide lock replacement. Able to work independently with minimal supervision. Accountable for safe handling of items in their possession, which will vary and at times include items of high monetary value and/or significance.
- **Decision-Making Authority:** This position is expected to work independently, and has decision making authority for the items outlined above. In complex or unusual situations, issues may need to be escalated to the Big Truck Lead Hand or the Supervisor. Able to make decisions related to the prioritization of deliveries based on customer demand.
- **Physical and Sensory Demands:** Will be required to lift or move heavy items of various weights from 100 lbs to 5000 lbs using appropriate lifting techniques and moving equipment. Must be able to operate safely within congested student and pedestrian areas. This position spends a significant amount of time walking.

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- **Working Environment:** Work in all seasonal conditions both inside and outside as position includes exterior dock and ground level loading/unloading, with interior final delivery destination points.