



Employment Opportunity

TRUCK DRIVER/MAINTENANCE WORKER

Reference No. ADM-OM-TDMW-0923

PURPOSE:

Reporting to the Operations & Maintenance Manager, the Truck Driver/Maintenance Worker will be responsible for operating a truck to load, haul and dump various materials between designated site locations. The Truck Driver/Maintenance Worker will oversee and provide direction to Operations & Maintenance staff when assisting with loading/unloading of materials. This position will also perform various maintenance tasks and testing work. This is a full-time permanent position that works primarily in the field with extensive local travel required.

COMPENSATION AND BENEFITS:

Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid professional development, paid vacation and paid sick leave. Depending on experience, the position starts at \$21.28 – \$22.58 per hour (\$38,735.97 – \$41,086.50 annually).

RESPONSIBILITIES:

Truck Driver Duties:

- Operate a container truck to pick up and transport various materials between locations on a scheduled or 'as required' basis
- Position truck to load or unload a variety of materials consistent with truck load capacity and capabilities with or without the aid of hand or other signals from others
- Position and secure tie downs, load containment barriers or other truck bed devices and ensure loads are secure and contained adequately
- Will be required to reverse through doors to inside a building tipping floor site
- Provide regular pick-ups of garbage/ recycle/organics, dumps garbage and other items at designated transfer facilities
- Verify and sign billing documents at pay for service dump site scales
- Inspect the mechanical condition of assigned truck components and ensure the truck is in safe operating condition; confirm to government and transportation safety standards
- Complete pre trip inspection books at the beginning and end of each shift
- Refuel and conduct minor checks, maintenance and adjustments
- Responsible for delivery of truck for scheduled maintenance and repairs
- Order and monitor supplies such as diesel exhaust fluid, grease and oil for the truck
- Routinely inspect and report hydraulic hoses for wear and/or damage
- Communicate daily and scheduled work requiring truck services with supervisor
- Provide recommendations to replace or have major maintenance performed on assigned trucks
- Other related duties as required

Maintenance Duties:

- Perform basic building maintenance on plumbing fixtures, change electrical lights, yard and landscaping tasks, provide snow removal, complete minor road repair and other related items
- Perform water testing, pump/hydrant/valve operation and inspections, flushing and maintenance testing; lift station inspection and operation
- Other related duties as required

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.
We thank all applicants in advance but only shortlisted candidates will be contacted.*

EDUCATION AND EXPERIENCE: *(please attach all corresponding documents)*

- Grade 12 graduation
- Building Maintenance certificate preferred
- Valid Class 5 BC Driver's License with a satisfactory driver abstract required; valid Class 3 BC Driver's License preferred
- Minimum 2 years' related work experience preferred
- An equivalent combination of related education, training, additional qualifications and experience will be considered
- Experience working in a First Nations community considered an asset
- Satisfactory Criminal Record Check required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. ***All individuals must show Proof of Vaccination as a mandatory condition of their employment***

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of road safety and transportation rules, regulations and practices, truck capacity and loading procedures, load security methods and equipment, truck mechanical and safety systems
- Ability to safely operate and drive assigned truck
- Ability to position loads consistent with truck capacity and capabilities
- Ability to secure tie downs and other devices to ensure the safety of loads
- Ability to check, verify and sign billing documents at pay for service dump sites
- Ability to perform building maintenance, inspections and troubleshooting
- Ability to coordinate or conduct testing and certification of emergency, fire, alarm and other equipment and systems
- Knowledge and ability to conduct mechanical and safety inspections on assigned truck
- Knowledge of public works maintenance and building related systems
- Knowledge of maintenance scheduling, testing and maintenance standards, requirements and procedures
- Knowledge of truck safety, engine, mechanical, braking and electrical systems
- Ability to safely lift and move truck related load and other items up to 50lbs
- Strong organizational and time management skills with strong attention to detail
- Well-developed oral and interpersonal communication and organization skills
- Well-developed mechanical aptitude
- Proven ability to work independently and as part of a team

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources by email before the deadline with the Reference Number in the subject line of your email.

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. on Thursday, September 28, 2023

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