



POSITION DESCRIPTION

POSITION TITLE: COURIER/ DRIVER

DEPARTMENT: MATERIELS MANAGEMENT

CLASSIFICATION:

UNION: MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR, MATERIELS MANAGEMENT

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Regional Director, Materiels Management, the Courier/ Driver is responsible for the distribution and delivery of supplies and equipment for sites and services in the region. The position of Courier/ Driver functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Follow a predetermined schedule for the pick-up and delivery of supplies and equipment throughout the region.
- Fulfills the region delivery requirements by driving the delivery truck.
- 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).

- 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.

OTHER

- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS:

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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of Grade 11

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Practical experience in operation of truck preferred.
- Minimum 1 year related experience

SKILLS/COMPETENCIES:

- Valid Manitoba Class "5" drivers license with a good driving record.
- Possess the ability to communicate effectively in both oral and written form.
- Excellent communication skills
- Must be in good physical and mental health to meet the demands of the position.
- Ability to do considerable walking, heavy lifting and pushing
- 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 organizational skills
- Ability to work with minimal supervision
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.

- Require a road worthy vehicle, a valid driver’s license and liability insurance of at least \$1,000,000.00.
- No hazardous or significantly unpleasant conditions.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility’s Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.