

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Driver	<b>Competition #:</b>	35/16
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	1 Full time
<b>Salary Range:</b>	14.13	<b>Date posted:</b>	August 24, 2016
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	August 30, 2016
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613)241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department <b>Please no phone calls.</b>		<b>Mail:</b> Employee Relations Department 171 George St., Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<b>JOB PURPOSE:</b> In a friendly and respectful manner the Driver provides pick-up and delivery services to community partners and other Ottawa Salvation Army locations by exercising safe and careful driving and material handling procedures. The Driver will be required to assist when needed in the Maintenance Department.			
<b>EXPECTATIONS &amp; TASK LIST</b>			
<ul style="list-style-type: none"> <li>• Adhere to all CVOR regulations including performing circle checks of trucks and maintaining truck logs</li> <li>• Takes responsibility for daily and overall safety, maintenance, operation of vehicle, and records of such</li> <li>• Maintains knowledge of legislative and company policies such as Health &amp; Safety Regulations, provincial and municipal highway traffic acts</li> <li>• Ensures the safe and careful handling of all transported items while protecting property, including donations and vehicles</li> <li>• Provides members of the community, and donors with courteous and respectful service</li> <li>• Loads and unloads goods at The Ottawa Booth Centre and other community and Salvation Army destinations</li> <li>• The incumbent is required to travel more than 70% of the time</li> <li>• Assist all Maintenance staff when required as per direction from Supervisor</li> </ul>			
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>• Completion of High School</li> <li>• One year but less than three years of prior driving experience with a working knowledge of CVOR regulations</li> <li>• Capable of lifting and moving large and heavy items up to 50 pounds without help as well as push/pull flatbeds weighing up to 100 pounds with product</li> <li>• Ability to twist, bend, crouch, reach, reach overhead, lifting and kneeling</li> <li>• Good interpersonal and communication skills</li> <li>• Safety Shoes (steel toed) required</li> <li>• Valid "G" Ontario drivers license and clean drivers abstract</li> <li>• Ability to concentrate while driving through traffic</li> <li>• Knowledge of Ottawa region roadways</li> <li>• Able to work with minimal supervision</li> <li>• Bilingual (English and French) is an asset</li> <li>• Current clear background check</li> </ul>			
<b>HOURS:</b> Monday to Friday 8:00am – 4:30pm			
<p><i>The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.</i></p> <p style="text-align: center;"><u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u></p> <p style="text-align: center;"><i>Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.</i></p>			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.