

Employment Opportunity

The Salvation Army Ontario Central East Division

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| Position Title: | Driver | Competition #: | 14/18 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: | On call/casual position |
| Salary Range: | 14.62 | Date posted: | April 10, 2018 |
| City: | Ottawa | Posting Expires: | April 16, 2018 |
| Applications Accepted By: | | | |
| Fax or E-mail: (613)241-2818 or jobs@ottawaboothcentre.org Attention: Employee Relations Department Please no phone calls. | | Mail: Employee Relations Department 171 George St., Ottawa, ON K1N 5W5 | |
| Position Description | | | |
| JOB PURPOSE: The Driver provides pick-up and delivery services to community partners and other Ottawa Salvation Army locations. She/he exercises safe and careful driving and material handling procedures in a friendly and courteous manner. The successful candidate will be required to assist when needed in the Maintenance Department. | | | |
| EXPECTATIONS & TASK LIST | | | |
| <ul style="list-style-type: none"> • adheres to all CVOR regulations including performing circle checks of trucks and maintaining truck logs • takes responsibility for daily and overall safety, maintenance, operation of vehicle, and records of such • maintains knowledge of legislative and company policies such as Health & Safety Regulations, provincial and municipal highway traffic acts • ensures the safe and careful handling of all transported items while protecting property, including donations and vehicles • provides members of the community, and donors with courteous and respectful service • loads and unloads goods at The Ottawa Booth Centre and other community and Salvation Army destinations • assists all Maintenance staff when required as per direction from Supervisor • and the incumbent is required to travel more than 70% of the time | | | |
| QUALIFICATIONS | | | |
| <ul style="list-style-type: none"> • completion of High School • one year but less than three years of driving experience with a working knowledge of CVOR regulations • 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 • ability to twist, bend, crouch, reach, reach overhead as well as lifting and kneeling • good interpersonal and communication skills • safety Shoes (steel toed) required • valid "G" Ontario driver's license and clean drivers abstract • ability to concentrate while driving through traffic • knowledge of Ottawa region roadways • able to work with minimal supervision • bilingual (English and French) is an asset • Must supply a current Clear Police Reference Check | | | |
| HOURS: Will vary | | | |
| <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> | | | |
| <u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u> | | | |
| <i>Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.</i> | | | |

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.