

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Driver	<b>Competition #:</b>	27/18
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	On call/casual position
<b>Salary Range:</b>	14.62	<b>Date posted:</b>	June 7, 2018
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	June 13, 2018
<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>			
<p><b>JOB PURPOSE:</b></p> <p>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.</p> <p><b>EXPECTATIONS &amp; TASK LIST</b></p> <ul style="list-style-type: none"> <li>• adheres 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>• assists all Maintenance staff when required as per direction from Supervisor</li> <li>• and the incumbent is required to travel more than 70% of the time</li> </ul> <p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• completion of High School</li> <li>• one year but less than three years of driving experience preferably 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 skids weighing up to 100 pounds with product</li> <li>• ability to twist, bend, crouch, reach, reach overhead as well as lifting and kneeling</li> <li>• good interpersonal and communication skills</li> <li>• safety Shoes (steel toed) required</li> <li>• current valid "G" Ontario driver's license and current 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>• Must supply a current Clear Police Reference Check</li> </ul> <p><b>HOURS:</b> Will vary</p> <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.