

Bin Service Operator (Truck Driver) and Coordinator

Position Type: Regular Part Time position available (3 days)

Location: Greater Vancouver Lower Mainland, British Columbia

Compensation: \$19.24 – 20.26 per hour as per Community Living Collective Agreement

WHO ARE WE?

posAbilities assists persons with developmental disabilities to lead meaningful and healthy lives by partnering with the community to provide a comprehensive range of person-centered services for individuals and the families who care for them.

Don't Sweat It Services is a social enterprise launched by *posAbilities*. The mandate of Don't Sweat it Services is to provide economic and community inclusion for persons with developmental disabilities as well as provide quality services to community.

We are looking for an energetic Bin Service Operator and Coordinator to join our exciting team!

EDUCATION, TRAINING, AND QUALIFICATIONS

- Completion of a Grade12, or the equivalent education and experience
- Verbal and written fluency in English
- Six months' relevant work experience driving large commercial vehicles (1 ton trucks, vans or trailers operations) Class 5 Drivers License with acceptable driving record
- Medical clearance letter
- Criminal Record Check for Children and Vulnerable Adults - clearance

JOB SKILLS AND ABILITIES

- A strong commitment to the philosophy of people with challenges living and working in the community
- Demonstrated ability to work independently and within a team setting, with an emphasis on demonstrating self-initiative, patience, maturity and tact
- Is self-motivated and ambitious, has a strong work ethic, persistence and drive, takes ownership
- Is prepared to work in all weather conditions typical of Vancouver
- Ability to safely operate pick-up trucks with or without canopy, vans and trailers
- Good geographical knowledge of Vancouver and Lower Mainland
- Ability to effectively time manage, multi-tasks and prioritize
- Process driven with organizational and analytical skills and abilities, high attention to detail
- Problem solving and customer service skills
- Good written and verbal communication skills
- Good computer skills; is able to operate tablets, smart phones, productivity software and excel for work purposes
- Is passionate to help and empower others, has good team building skills
- Liaises with customers in a friendly and appropriate manner, and promotes the social enterprise
- Is physically fit and able to perform job duties; ability to lift up to 50 lbs and maneuver assets up to 200 lbs with appropriate equipment

RESPONSIBILITIES

- Maintains good working order of the vehicle by performing regular inspections, and maintenance duties such as cleaning, and fueling, etc.
- Empties donation bins of bags of clothing and excess items, ensure items conform to established guidelines
- Cleans up any debris surrounding bin and ensure the area is clean and presentable
- Loads and unloads truck at determined locations
- Maintains a good pace throughout the day to achieve targets
- Moves bins to desired locations as required
- Picks up donations at other locations as required
- Maintains and files reports such as bin reports, work records for invoicing purposes, and log notes
- Directs assistants and or work crews in the loading or unloading of the vehicle
- Provides coordinating support in handling customer, partner and vendor relationships and requests
- Communicates with customers, partners and vendors regarding pickup requests, bin delivery/removal, complaints, delivery drops
- Coordinates daily and weekly route schedules, servicing, scheduling, inventory management and maintenance of the bins, vehicles, supplies and other assets
- Works with the management team to streamline and improve procedures
- Participates in all aspects of the Health and Safety Program including safety and emergency procedures, in order to provide a safe work environment. Reports all concerns to the Site Supervisor or Team Manager
- Performs other duties as required

ADDITIONAL INFORMATION

This position requires flexible hours of work in order to coordinate events and activities that may occur in the evenings and on weekends outside of typical business hours. This is a physically demanding job with an expectation of daily handling numerous heavy bags full of clothing (up to 3000 lbs per day). Most days of work will be alone, some days a crew member from Don't Sweat It Services will assist with servicing of the bins.

Interested parties please contact us with cover letter and resume and hours preferred via www.posAbilities.ca/careers, or email to careers@posAbilities.ca. Please note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.