

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation



HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Web: www.vgfn.ca

EMPLOYMENT OPPORTUNITY

Department of Government Services Fuel Truck Delivery Driver

Employment Category: Full-Time Seasonal Fall-Spring [Sep-March]

Wages: \$33.15 per hour

Location: Old Crow

There is no staff housing for this position.

Reporting to the Purchasing Supervisor and/or the Property Manager, you will be responsible for delivering heating fuel on a seasonal basis. You will work approximately three hours per day plus possible call-outs for emergencies.

We are looking for someone who can meet tight timelines, work with a minimum of supervision and is customer service oriented with a reliable attendance record.

Responsibilities include:

- Delivering heating fuel to VGG buildings, RCMP, Yukon Housing and other public buildings and businesses as directed.
- Delivering heating fuel to residential units as ordered by homeowners who have pre-paid for fuel at the Co-op.
- Recording the metre count from the delivery truck before filling each fuel tank.
- Ensuring delivery slips are signed by Elders after their fuel tanks are filled under the Elder winter fuel program and returning slips to the Government Services office.
- Assisting with fuel haul to replenish main storage tanks.
- Notifying supervisor when fuel truck needs repairing.

Qualifications

You must have current WHMIS certification, a Transportation of Dangerous Goods certificate and a valid Class 3 Driver's Licence.

The job requires the ability to drive a five-ton vehicle and demonstrated skills in applying WHMIS and Transportation of Dangerous Goods training. you must be able to exercise good judgement in determining the sequence of home deliveries and act in a professional manner at all times.

Send resume and cover letter to: Human Resource Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3800
Email: jobs@vgfn.net

Closing Date: This competition will remain open until filled.

Preference will be given to qualified Vuntut Gwitchin Citizens. We thank all those who apply but only those selected for an interview will be contacted.

Posted: August 30, 2020

Vuntut Gwitchin Government

- A. **Identification:** Fuel Delivery Driver
Department: Government Services
Supervisor: Warehouse Supervisor
Date: May 2005
Status: Term - fall to spring
Level: 3
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B. **Job Summary:**

Reporting to the Purchasing & Warehousing Supervisor this position is responsible for delivering heating fuel on a seasonal basis.

C. **Main Duties:**

Provides heating fuel delivery services by:

- Delivering heating fuel to Vuntut Gwitchin Government buildings, RCMP, Yukon Housing, and other public buildings and businesses as directed.
- Delivering heating fuel to residential units as ordered by homeowners who have pre-paid for fuel at the grocery store.
- Recording the meter count from the delivery truck before filling each fuel tank
- Submitting pre-paid fuel receipts to the Government Services office on a daily basis
- Ensuring delivery slips are signed by Elders after their fuel tanks are filled under the Elder winter fuel program and submitting slips to the Government Services office
- Assisting with fuel haul to replenish main storage tanks
- Notifies supervisor when fuel truck needs repairing

D. **Job Knowledge and Skills:**

Education

- WHMIS certificate
- Transportation of Dangerous Goods certificate
- A valid Class 3 driver's license

Management Skills:

- Ability to assume responsibility and meet deadlines
- Ability to work with minimal supervision
- Ability to follow directions

Specific Skills:

- Ability to drive a five ton vehicle
- Ability to transfer WHMIS and Transportation of Dangerous Goods training into actual practice

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme temperatures and light.
- Ability to give customers good service in delivering fuel in a timely manner and maintaining a professional, helpful manner.

E. Decision Making:

Decision-making is required for determining sequence of home deliveries.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, following WHIMIS regulations, providing good customer service, and ensuring that all delivered fuel is accounted for. Fuel delivery is important to the well being of community members.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Customers	Delivering fuel	Daily
Government Services office staff	Submitting receipts and meter readings	Daily

H. Positions Supervised: 0I. Working Conditions:

The incumbent spends approx. four hours per day, five days a week September to March driving a 5-ton truck, jumping in and out of the cab, standing outside in extreme cold conditions filling the fuel truck or delivering fuel. Regular exposure to waifs of diesel/oil fumes.

Spiritual:

Being respectful of traditional beliefs and practices.

Physical:

Driving a five-ton vehicle.

Going from warmth of truck cab to extreme cold outdoor temperatures

Isolated living conditions in extreme temperature and light conditions

Mental:

Regular need to meet delivery deadlines

Balancing demands of multiple requests for fuel delivery

Striving for good service

Emotional:

Dealing regularly with community members who are under personal stress, or have varying social values, or who are elderly and difficult to cope with.

J. Conditions of Employment

Willingness to follow policies and procedures as detailed in personnel and administrative manuals

Willingness to work in extreme cold temperatures and darkness

SIGNATURES Supervisor:

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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