

BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT #61
(GREATER VICTORIA)

CLASSIFICATION

EQUIPMENT OPERATOR :

JOB SUMMARY

Responsible to the appropriate supervisor through the assigned foreman.

Drives a truck to transport mail, supplies, equipment, and furniture as directed.

Operates tractor including accessories and fork lift as directed.

JOB CHARACTERISTICS

Inspects assigned vehicle daily for tire pressure and condition, checks fuel, oil, and water levels and fills as necessary. Also checks grease nipples as required.

Picks up and delivers furniture, equipment, supplies, materials and mail as directed.

Reports promptly to the appropriate foreman or supervisor, any mechanical failures or body damage to School Board vehicles, equipment and tools.

Cleans work areas, equipment, vehicles and tools.

Performs duties in compliance with safety regulations.

Performs other assigned duties related to the above.

JOB QUALIFICATIONS

Must be physically able to perform all duties as noted in the Job Characteristics.

Must possess a valid B.C. driver's licence, and be able to drive School Board vehicles as assigned.

Must have previous experience in driving a tractor.

Experience in loading and unloading furniture and equipment is desirable.

Maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.

January 27, 1987