



3955 Quadra St. Victoria, BC • 250-479-7151

Position: Delivery Driver Class 5 and 3

Reports to: Yard Foreman

Edition: March 2021

About the company

We are a premier lumberyard supplying a wide range of construction materials to commercial and residential construction projects throughout the greater Victoria area. This includes but is not limited to dimensional lumber, plywood, drywall, insulation, steel stud, mouldings & millwork, doors and windows.

Job Overview:

The Delivery Driver is responsible for delivery of products to customers both contractor and consumer. The driver is also responsible for the scheduled maintenance of loads for that vehicle. The Delivery Vehicle Driver reports directly to the Yard Foreman.

Required Accountabilities:

- The driver ensures the proper and safe loading and unloading of the vehicle including weight restrictions and lifting devices if vehicle is so equipped
- Maintain a weekly maintenance report and mileage log on the vehicle
- Complete pre-trip inspections
- Verify load security and accuracy
- Communicate with customers and other trades on construction sites, maintain contact with dispatch and work to resolve issues as they arise
- Prepare trucks for reloading and assist warehouse/yard staff as needed
- Keep the vehicle clean at all times both inside and out
- The driver will collect all COD orders using POS devices and such POS devices secure to prevent fraud and theft
- The driver will ensure his/her driver's license is up to date and meets the requirement for that vehicle
- The Driver will report all infractions and tickets received both on and off duty as well as reporting any accidents; recognizing that Highway Traffic Act violations will affect his/her driving record and possibly the company vehicle insurance
- The driver must ensure that he/she is properly qualified and have proof of training for all equipment that the driver is required to handle
- The driver must be familiar with the area to ensure efficient and timely delivery of product
- The driver will ensure that the vehicle is operated in a safe and courteous manner, following rules of the road and representing the company to the highest standards
- Be friendly, courteous and helpful to all customers and staff

- Contribute to the implementation of lean manufacturing principles
- Assume other duties and responsibilities as assigned by the Yard Foreman or management

Job Requirements:

- Professional demeanor and appearance
- Valid Class 3 or 5 driver's license
- Minimum 2 years of experience and a clean driver's abstract
- Broad knowledge of building supplies
- Safety conscience
- Strong problem solving and negotiating skills
- Ability to follow written and verbal instructions accurately
- Ability to work independently and as a team
- Attention to detail and mathematical skills
- Strong interpersonal skills
- Strong communication, organizational and time management skills
- Customer satisfaction-oriented
- Basic hand tool skills
- High school diploma
- Action-oriented attitude and ability to adapt to a fast-paced environment
- Physically able to perform tasks that require prolonged standing, sitting and other activities that are necessary to perform job duties
- Ability to be active on your feet including climbing ladders and stairs and lifting weight up to 100lbs while rotating and climbing, pulling, pushing, bending and torso twisting movements to transfer materials between truck and job site
- Flexibility in work schedule to meet the demands of the store and management

If you have the qualifications that we are looking for to join our team please submit your resume and letter of interest. We are a well-established company within which there is room for advancement for the individual whom demonstrates conscientiousness, diligence, honesty, integrity, critical thinking and are self-starters.

Submit to careers@lumberworld.net