

**Vuntut Gwitchin Government**

- A. **Identification:** Fuel Delivery Driver
- Department:** Government Services
- Supervisor:** Supervisor, Purchasing and Warehousing
- Date:** August 2010
- Status:** Term - fall to spring
- Level:** 3
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B. **Job Summary:**

Reporting to the Supervisor, Purchasing and Warehousing 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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