



EMPLOYMENT OPPORTUNITY

Transportation Driver – Casual

Salary Range	To be discussed upon hire
Job Classification	Casual – when needed
Qualifications	Must have a valid driver's license and clean driver's abstract

The Transportation Driver - Casual will transport passengers to Parry Sound or Sudbury on a scheduled basis weekly. Responsibilities include picking-up passengers in response to a telephone request. Recording all pick-ups and drop offs on the log-page, recording daily mileage, ensuring that the company vehicle is in good working condition, providing friendly service and applying defensive driving techniques to uphold the safety of all passengers.

Job Duties

- Drive Magnetawan First van to transport clients to various destinations.
- Notify Health Director or Band Manager of vehicle problems.
- Vehicle checks to be completed before and after shift to ensure that lights, brakes, windshield wipers, and tire pressure are in proper working condition.
- Operate Transportation cell phone to communicate with passengers / clients, to receive information, updates and passenger locations.
- Assist all passengers with entering and exiting the vehicle, including properly storing and retrieving any bags/groceries
- Vacuum and clean interiors, and wash and polish exteriors of automobiles.
- Pick up or meet passengers according to requests, appointments, or schedules.
- Record all customer pick-ups and drop offs in the log sheet
- Record all daily mileage
- Provide exceptional customer service in a friendly manner at all times
- Complete accident reports when necessary.
- Demonstrates behaviours consistent with the Magnetawan First Nation's Vision, Mission, and Values in all interactions with passengers and co-workers.
- Adheres to all company policies, procedures and safety standards
- Perform other duties as assigned.

Requirements

- 5 years of driving experience.
- High School Diploma.
- Must have valid driver's license and clean drivers abstract
- Satisfactory CPIC with vulnerable sector completed
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Professional appearance and manners
- Experience in all aspects of customer service and people management
- Ability to analyze and interpret the needs of clients and offer the appropriate options, solutions, and resolutions required
- The ability to see details at close range (within a few feet of the observer).
- The ability to see under low light conditions.
- The ability to see objects or movement of objects to one's side when the eyes are looking ahead.
- Communicate ideas and recommendations to passengers and other drivers
- Demonstrated knowledge of Canadian driving rules and regulations.
- Strong problem identification and problem resolution skills.
- Ability to create alternative solutions to problems.
- Excellent time management.
- High level of sound and independent judgment and reasoning.
- Ability to interpret and implement Magnetawan First Nation policies and procedures.
- Demonstrated ability to exercise necessary cost control measures.

Working Conditions

- Overtime as required.
- May operate vehicle in inclement weather conditions

How to Apply

Interested applicants may apply, in confidence, by sending a cover letter, resume, photocopy of education diploma by fax, mail, hand deliver or email to,

**Director of Operations
Magnetawan First Nation
10 Regional Rd, Hwy 529
Britt, ON P0G 1A0
Fax: 705 383-2566
Email: t.hunt@magfn.com
Closing date: April 23, 2021 at 12 pm**

Late applications will not be accepted.