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## EMPLOYMENT OPPORTUNITY

### Operator, Bulk Fuel Delivery

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**Job Classification:** Operator, Bulk Fuel Delivery – Full-Time  
**Competition #:** 2023-01

#### About the Role

Reporting to the Team Lead, Mechanical, the **Bulk Fuel Delivery Operator** is responsible for delivering fuel in the community in a safe and responsible manner. The role also supports fuel hauls at the tank farm as needed. When demand for fuel delivery is low, the incumbent will be assigned other projects within the department as directed.

#### What you bring

- Class 3 or 1 Driver's License with air brakes endorsement;
- Clean driver's abstract;
- Certifications in WHMIS, H2S, and Transportation of Dangerous Goods (TDG);
- Certifications in First Aid/CPR;
- High School Diploma or equivalent;
- Mechanical aptitude with ability to perform routine vehicle maintenance and inspections;
- Excellent customer service skills; and
- Current Criminal Records Check with Vulnerable Sector Check;

#### Working Conditions

- Adaptable to changing work assignments;
- Adaptable to respond to call outs in emergency situations; and
- Ability to work in extreme weather conditions with regular exposure to fuel/oil fumes.

#### What we offer

- A supportive and safe work environment;
- Competitive compensation will commensurate with qualifications, up to \$45/hr;
- Work schedule including evening, weekend or shift work, as required;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

#### Working with Vuntut Gwitchin First Nation

*Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.*

#### The competition will remain open until filled.

Please forward resume to:

Human Resources Department  
Vuntut Gwitchin First Nation  
P.O. Box 94  
Old Crow, YT Y0B 1N0  
Email: [employment@vgfn.net](mailto:employment@vgfn.net)

A complete job description can be obtained from the VGFN office at Old Crow or requested via email: [employment@vgfn.net](mailto:employment@vgfn.net)

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

*While we appreciate all applications, only those selected for further consideration will be contacted.*



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## POSITION PROFILE

INTRODUCTION	
Position Title: Operator, Bulk Fuel Delivery	Reports To: Team Lead, Mechanical
Dept: Government Services	Location: Old Crow, YT
Staff: 0	Revision Date: March 2023
PURPOSE	
<p>The position transports heating fuel on behalf of the Vuntut Gwitchin Government (VGG) to locations within Old Crow and performs other tasks as directed when fuel delivery is not needed. Will also provide coverage to operate the water delivery truck, as required.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> <li>• Loads, transports, and unloads heating fuel to VGG locations and customers within the community. Assists with fuel hauls to replenish the main storage tanks;</li> <li>• Ensures the required load-related documentation is complete and accurate prior to transporting and records the meter count on the delivery truck before filling each fuel tank;</li> <li>• Performs pre- and post-trip vehicle safety inspections as required by law to assure mechanical, safety and emergency equipment, is in good working condition. Performs basic maintenance as needed. Communicates defects and maintenance needs and adheres to a maintenance schedule;</li> <li>• Reports accidents, customer, or delivery problems to the Team Lead and completes incident reports immediately. Communicates any safety concerns immediately;</li> <li>• As assigned during non-delivery hours, carries out labourer functions such as maintenance tasks, cleaning, supporting community events etc.; and</li> <li>• Completes necessary paperwork at the end of the shift. This may include hourly logbook, inspection and repair logs, delivery and fuel receipts, vehicle inspection, hours of service, etc.</li> </ul>	
ACCOUNTABILITY & IMPACT	
<ul style="list-style-type: none"> <li>• Takes precautionary measures and remains up to date with WHMIS, H2S, and Transportation of Dangerous Goods legislation to handle and transport fuel appropriately;</li> <li>• Adherence to traffic laws and regulations;</li> <li>• Attentiveness to weather and road conditions;</li> <li>• Ensures health and safety of self and customers when loading and unloading fuel;</li> </ul>	

- Conducts routine inspections to ensure vehicle and equipment is well maintained to avoid accidents;
- Works efficiently to complete delivery schedule and avoid delayed deliveries;
- Accurate completion and submission of required documentation; and
- The VGG Standards of Conduct are modelled and promoted.

**FINANCIAL CONTROL**

Annual budget under direct control of this position:	None
Other responsibilities & influences:	None

**WORKING CONDITIONS**

Environment:	The driver drives a 5-ton truck and is exposed to snow and extreme cold temperatures.
Physical:	Frequent sitting, standing, walking, bending, and entering/exiting vehicles. Frequent lifting of moderate to heavy objects.
Hazards/equipment:	Daily exposure to vehicle and aviation fuel, odors/fumes, and operating large vehicles. Personal protective equipment is required.
Travel:	None

*This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.*

## POSITION COMPETENCY PROFILE

<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Experience driving a 5-ton truck</li><li>• Delivering liquid loads is an asset.</li><li>• Knowledge of driving rules and regulations.</li><li>• Knowledge of vehicle safety.</li></ul>
<b>Behavioral Competencies</b>	<ul style="list-style-type: none"><li>• Client service</li><li>• Respect</li><li>• Communication</li><li>• Self-awareness</li><li>• Time management</li><li>• Teamwork</li><li>• Adaptability</li><li>• Initiative</li></ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"><li>• Class 3 driver's license with air brake endorsement</li><li>• Driver's abstract</li><li>• WHMIS</li><li>• Transportation of Dangerous Goods Certificate</li><li>• RCMP criminal record check</li></ul>