



UNION JOB DESCRIPTION

JD6148

JOB TITLE:	Driver I - Mover	JOB DESCRIPTION NO.:	6148
CLASSIFICATION:	Transportation Attendant I	GRID/PAY LEVEL:	F 10
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	19001
UNION:	HEU	JOB/CLASS CODE:	40800
PROGRAM/DEPARTMENT:	Operations & Support Services; Materiel Management	BENCHMARKS (If Applicable):	19001
REPORTING TO:	Mover Supervisor		
FACILITY/SITE:	Royal Jubilee Hospital; Victoria General Hospital; Gorge Road Hospital; Cowichan District Hospital; Nanaimo Regional General Hospital; West Coast General Hospital; North Island Hospital, Comox Valley Campus; North Island Hospital, Campbell River District; Port McNeill Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reports to the Mover Supervisor. Responsible for a variety of moving and shipping duties including loading, transporting and unloading furniture, equipment, supplies, and other items between sites and within facilities. The Mover operates a variety of motor vehicles such as a passenger vehicle or 5-ton truck and related moving equipment while applying safe lifting techniques and proper load-securing practices. The Mover handles fragile and specialized items with appropriate care, collaborates with team members to complete assignments efficiently, and completes required documentation and reporting in accordance with established procedures.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs moving duties such as loading, transporting and unloading furniture, equipment, boxes, supplies, and other items between and within sites, in accordance with assigned work orders and established procedures.
2. Operates a variety of vehicles ranging from passenger vehicles to 5-ton trucks, including the safe use of tailgates and power lift gates. Ensures proper weight distribution within the vehicle, secures loads using straps, ropes, blankets, and other restraint devices, and conducts pre-trip and post-trip vehicle inspections in accordance with applicable regulations.
3. Applies safe lifting techniques and ergonomic practices, using mechanical aids such as dollies, hand trucks, pallet jacks, stair climbers, and lifting straps where appropriate to prevent injury and damage to items being moved.
4. Handles fragile, sensitive, valuable, or specialized items (such as electronics, medical equipment, artwork, glass, instruments, and confidential materials) using appropriate packing materials, protective wrapping, and specialized handling techniques to prevent damage or loss.
5. Receives and reviews assignments from the Mover Supervisor or dispatch system, confirms details such as locations, items to be moved, special handling requirements, and timelines, and communicates updates, delays, or issues back to the Supervisor in a timely manner. Responds to routine questions and refers inquiries to the Mover Supervisor as required.

6. Collaborates and communicates effectively with team members on multi-person moves, coordinating lifting, navigating tight spaces, stairs, elevators, and loading docks safely, and providing clear verbal direction when guiding loads.
7. Completes required documentation, including work orders, move checklists, vehicle inspection logs, mileage and fuel records, equipment usage records, incident or damage reports, and other forms as required, ensuring information is accurate, legible, and submitted in a timely manner.
8. Performs routine cleaning and maintenance of assigned vehicles, moving equipment, and the equipment depot. Reports mechanical issues, damaged equipment, or maintenance needs to the Mover Supervisor, and assists with equipment inventory checks as requested.
9. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

- Grade 12 plus one (1) year's recent, related experience or an equivalent combination of education, training and experience.
- Valid Class 5 BC Driver's License.

Skills And Abilities

- Ability to operate related equipment.
- Ability to deal with others effectively.
- Ability to organize work.
- Ability to communicate effectively both verbally and in writing.
- Physical ability to carry out the duties of the position.