



Patene Building Supplies Ltd.

JOB DESCRIPTION

Job Title: Helper/General Laborer

Organizational Relationship: Reports to Traffic/Shipping Manager
(Upon absence of Traffic/Shipping Mgr. reports to Assistant Traffic/Shipping Mgr. if applicable or Branch Manager.)

General Job Description:

- Ensure/verify all require PPE and equipment on truck & checked, ready for delivery
- Assist driver with verifying, tarping/strapping of loads
- Assist driver with safe and timely delivery and pick ups of material to locations
- Hand balming drywall deliveries to varies levels (weights of 65+lbs per sheet)
- Assist driver on sites as required (backing, set up) – ‘flagman responsibilities’
- Professional and courteous service to customers/sub trades
- Various yard/warehouse duties as required
- Reporting of damaged/missing materials or equipment
- Adhere to company and sites Health & Safety Policies
- Work in adverse weather conditions both indoor and outdoor
- Ability to lift 50+lbs continuously
- Working at various heights (rooftop deliveries of shingle bundles)
- Ladder set up and climbing
- Participate in training as required
- Other duties as assigned

Licensing Required:

(if applicable)

- Class ‘G’

Patene Training Required:

- WHMIS
- WAH training
- TDG (Transportation of Dangerous Goods)
- Hand signals for ‘flagman’
- AODA
- Health & Safety Awareness Module
- Additional training for position as required