

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position provides operational support related to transportation coordination, fleet management, inventory movement, and store operations. The role supports the day to day organization and maintenance of fleet vehicles, transportation scheduling, inventory management, and general operational logistics to ensure efficient service delivery.

The successful candidate must be able to work independently, demonstrate strong organizational skills, and maintain accurate records using various computer-based systems and applications, including spreadsheet software and fleet management platforms.

Responsibilities of the role may include coordinating vehicle bookings and appointments, maintaining fleet and inventory records, supporting store and supply processes, assisting with surplus inventory management, and contributing to the organization and upkeep of operational spaces.

The position requires a valid driver's licence and the ability to operate vehicles safely and responsibly. An understanding of basic vehicle operation and minor troubleshooting is considered an asset. Duties may include responding to vehicle concerns, performing basic vehicle checks, boosting vehicles, checking and inflating tires, and utilizing basic automotive tools and equipment.

This role also involves light physical duties, including lifting and moving materials or tires, bending, kneeling, and handling equipment safely in accordance with workplace health and safety practices. The ideal candidate will be dependable, organized, safety conscious, mechanically inclined, comfortable using technology, and capable of supporting operational activities in a dynamic environment.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Responsibilities: Facility support worker cover off for store and transportation.

Shipping & Receiving

Receive, inspect, and process incoming shipments and deliveries.
Maintain accurate records of inventory, deliveries, and shipping documentation.
Organize and store materials, supplies, and equipment safely and efficiently.

Deliveries & Transportation Support

Deliver store orders, supplies, and other materials to group homes and program locations.
Operate GOA vehicles safely and in accordance with transportation policies.
Assist with transportation and logistical coordination as required.
Conduct routine vehicle inspections and report maintenance concerns.

Facility & Operational Support

Assist with facility setup, maintenance coordination, and general operational support.
Support office and group home moves, including furniture and equipment relocation.
Coordinate with infrastructure teams to ensure facilities are safe, functional.
Assist with special projects and facility-related initiatives.

Surplus & Asset Management

Support the handling, tracking, storage, and disposal of surplus items.
Assist with preparing items for auction, transfer, or disposal.
Maintain accurate records of surplus inventory and asset movement.

Team Collaboration

Work collaboratively with Infrastructure, Home Coordinators, management, and other staff members. Provide excellent customer service to internal teams and external stakeholders. Communicate effectively regarding delivery schedules, inventory needs, and operational requirements.

Problem Solving

Typical problems solved:

- Identifies and resolves transportation scheduling conflicts to support operational continuity and timely delivery of supplies and materials.
- Addresses routine vehicle related concerns by conducting basic troubleshooting, coordinating maintenance appointments, and escalating issues as appropriate.
- Responds to inventory, supply, or delivery discrepancies by investigating information, organizing materials, and communicating with relevant staff to ensure timely resolution.
- Supports operational efficiency by identifying and addressing issues related to storage organization, surplus inventory, and space utilization.
- Assists with coordinating urgent or changing operational priorities, including delivery requests, facility moves, and transportation needs across multiple locations.
- Troubleshoots basic tracking, inventory, or record keeping discrepancies to ensure accurate documentation and operational reporting.
- Identifies potential safety concerns related to transportation, storage, or material handling and takes appropriate action in accordance with workplace health and safety practices.
- Provides practical solutions to day to day operational and logistical challenges while maintaining service standards and supporting program needs.

Types of guidance available for problem solving:

- Established Government of Alberta policies, procedures, and operational guidelines.
- Direction and support from supervisors, management, Infrastructure teams, and operational leads.
- Fleet management systems, vehicle maintenance procedures, and transportation protocols.
- Workplace health and safety standards, safe work procedures, and equipment operating guidelines.
- Inventory management processes, shipping and receiving procedures, and asset tracking practices.
- Manufacturer instructions and operational manuals for tools, vehicles, and equipment.
- Collaboration and consultation with internal program staff, Home Coordinators, and administrative supports.
- Existing schedules, tracking systems, documentation processes, and historical operational records.
- Escalation processes for issues related to safety, vehicle maintenance, operational concerns, or facility requirements.

Direct or indirect impacts of decisions:

- Decisions made within the role directly impact the efficiency and effectiveness of transportation, delivery, inventory, and operational support services.
- Accurate coordination of deliveries, inventory, and transportation schedules supports continuity of operations and timely access to supplies and equipment for program areas and group homes.
- Proper handling, storage, and tracking of materials and assets contributes to operational organization, cost effectiveness, and accountability.
- Timely identification and reporting of vehicle maintenance or safety concerns supports safe transportation practices and helps reduce operational disruptions.
- Effective prioritization and communication assist in minimizing delays, service interruptions, and inefficiencies across operational areas.
- Adherence to workplace health and safety procedures helps maintain a safe environment for staff, residents, and visitors.
- Inaccurate record keeping, scheduling errors, or failure to identify operational concerns may result in delays, increased costs, safety risks, or disruptions to service delivery.
- Collaborative and professional interactions contribute to positive working relationships and effective coordination between operational teams and stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

- Infrastructure and Facilities Teams -Collaborate regarding facility maintenance, operational requirements, space utilization, equipment movement, and safety related concerns.
- Home Coordinators and Operational Staff- Coordinate deliveries, transportation requests, inventory needs, operational priorities, and scheduling requirements to support day to day program operations.
- Management and Supervisors- Provide updates regarding operational activities, transportation coordination, inventory tracking, surplus management, and emerging issues requiring attention or escalation.
- Administrative Support Staff- Exchange information related to scheduling, documentation, inventory records, shipping and receiving, and operational tracking processes.
- External Vendors and Service Providers- Coordinate deliveries, pickups, maintenance appointments, repairs, and supply orders to support operational continuity.
- Fleet and Vehicle Service Providers- Communicate regarding vehicle maintenance, inspections, repairs, registrations, and operational concerns related to fleet management.
- Internal Program Areas and Group Homes-Deliver supplies, equipment, furniture, and operational materials while responding to service requests and operational needs.
- Health and Safety Representatives or Designates-Support compliance with workplace health and safety requirements and communicate concerns related to transportation, storage, equipment handling, or operational safety.
- Auction, Disposal, or Surplus Service Providers-Coordinate the transfer, storage, disposal, or movement of surplus assets and materials in accordance with organizational procedures.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

1 year directly related experience.

Job-specific experience, technical competencies, certification and/or training:

Desired Qualifications and Skills

- Strong organizational and time management skills.
- Ability to work independently and manage multiple priorities.
- Proficiency with computer systems and spreadsheet-based tracking tools.
- Valid Class 5 Driver’s Licence.
- Mechanical aptitude and familiarity with basic vehicle maintenance and troubleshooting considered an asset.
- Ability to safely perform light to moderate physical duties.
- Strong communication and interpersonal skills.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization’s objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives 	<p>This position demonstrates Systems Thinking by understanding how transportation, inventory, facility operations, and operational support functions are interconnected and contribute to efficient service delivery across</p>

		<ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	multiple program areas
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	This position demonstrates Drive for Results by effectively coordinating operational tasks, managing competing priorities, and ensuring transportation, delivery, and inventory activities are completed accurately and efficiently.
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	This position demonstrates Creative Problem Solving by identifying practical solutions to operational, transportation, and inventory challenges while adapting to changing priorities and service needs.
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	This position demonstrates Agility by adapting to changing operational demands, responding to evolving priorities, and supporting a variety of transportation, facility, and logistical needs across multiple areas.