



NORTHERN ISGA FOUNDATION

P.O. Box 338, Glenevis, Alberta T0E 0X0 Ph: 780-967-1035 Fax: 780-967-1039

Full-time, Permanent Employment Opportunity

Position Title: Fleet Operations Driver
Reports to: Human Resource and Fleet Operations Coordinator

Northern Isga Foundation employs approximately 10 - 20 members from the nation in either full or part-time positions; most reside in the base community of the Alexis Nakota Sioux Nation.

POSITION DESCRIPTION:

Under the direction of the Human Resources and Fleet Operations Coordinator, the incumbent will have primary responsibilities that include safely transporting charity workers to and from the Eagle River Resort and Casino in Whitecourt – Alexis #232.

RESPONSIBILITIES:

- The drivers conduct regular safety checks on the vehicles and book the vehicles in for servicing for oil changes, tunes ups, tire changes and rotations, windshield repairs, and regular safety inspections as per Alberta Inspection Regulations following all rules of the road.
- The drivers are responsible to obtain the schedules from the casino for the charity workers and they are expected to maintain driver log sheets, documenting all required information on their log sheets.
- The drivers log sheet and inspection logs are required to be completed by the driver every time the van is used for whatever purpose related to fleet operations.
- All trips are documented and fuel receipts are attached to each driver sheet to be used to cross reference trips and fuel purchases.
- The average work day for each driver inclusive of the three hours or more travelling time can range up to a typical workday of 6 - 8 hours a day. Drivers are required to rest and be road worthy to conduct all trips necessary as per from the Casino, and must be suitable for driving in a safe and courteous manner.
- Perform miscellaneous job-related duties as assigned.

TO APPLY please submit the following:

- Resume and cover letter
- A copy of a valid Class 5 drivers licence
- A drivers abstract
- Criminal record check

Email to: Myrna Wanyandie, Admin Assist / Interim HR & FOP's Coordinator
admin24@nif133.ca

In person: Northern Isga Foundation Head Office
Alexis Nakota Sioux Nation

CLOSING DATE: October 29, 2024 at 4:00 pm

POSTED: OCTOBER 15, 2024