



## **About Us**

Kawartha Lakes Construction is an award-winning residential design-build firm located in beautiful Lakefield Ontario in the heart of the Kawarthas. We have been building exceptional experiences with homeowners for more than 30 years. To learn more about us please visit us online at [kawarthalakesconstruction.com](http://kawarthalakesconstruction.com)

## **What we offer**

We offer more than just a job; we offer a career. Are you positive? Do you like being resourceful? Do you like being creative? Are you passionate about the details? Do you enjoy the opportunity to change and grow? These are benchmarks for joining our team and what you can expect. Your current skill set is important, but they are secondary to the above. Training, support, and growth are provided and paramount for our mutual success. All of our positions come with perks, including extended health care benefits, life/long term disability insurance, profit sharing and, most importantly, camaraderie!

## **The Role**

The Production Support – Transport & Logistics role is responsible for assisting KLC teams by delivering materials to and from KLC offices and job sites using KLC trucks in accordance with the production schedule. This role will also assist the day-to-day operations of the KLC office buildings with routine seasonably applicable exterior maintenance.

## **Main Duties & Responsibilities**

- Pick-up/deliver materials as required.
- Ability to tow trailers
- Check vehicles before driving them to ensure that mechanical, safety, and emergency equipment is in good working order.
- Report vehicle defects, accidents, traffic violations, or damage to vehicles.
- Ensure all load-related documentation is complete and accurate.
- Comply with all applicable legislation including safe operation, carriage of goods, occupational health and safety, transportation of dangerous goods, customs and immigration, weights, and dimensions
- Ensure that material is properly protected from the outdoor elements.
- Perform periodic inspections before, during, and after delivery to ensure that load is properly fastened down and is secure.

- Keep accurate delivery logs (may include, but not limited to daily logs, inspection logs, delivery receipts, vehicle inspection, and QuickBooks Time)
- Update Construction Online with photos of deliveries (product, invoice, drop site)
- Maintain, clean, and safely store KLC trucks.
- Maintain KLC shop and yard.
- Maintain exterior landscape for KLC office buildings (tasks will vary with the season).
- Snowplowing of KLC parking lots.

### **Required Qualifications & Experience**

- Knowledge of appropriate legislation including Occupational Health & Safety Act, Construction regulations
- Knowledge of safe operation of basic hand and power tools
- Must have valid A-License with a clean driving record
- Chainsaw license
- Excellent communication skills
- Moderate technology skills (Outlook, MS Word, Excel)

***We thank all applicants for their interest in Kawartha Lakes Construction. Only those selected for an interview will be contacted.***