A poster for a construction site

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Sample activities

Job match

Draw a line between the job title and the job description that matches it. Work with other students to find all the matches, and ask your workplace host to help if you get stuck!

Visit Trucking HR Canada’s Career GPS website (truckingcareersgps.com/career-profiles) to explore career profiles for each of the jobs below.

|  |  |
| --- | --- |
| **Job title** | **Job Description** |
| 1. Shunt driver | 1. Schedules pickups and deliveries and communicates directly with drivers on the road to give instructions, solve problems and provide support when needed. |
| 1. Route scheduler | 1. Drives relatively short distances, picking up and delivering products to customers in different locations. |
| 1. Rate clerk | 1. Inspects, tests, diagnoses and repairs truck and truck tractor engines and other key operating systems such as power trains, transmissions, suspension and braking systems and fuel and electrical systems. |
| 1. Freight claims specialist | 1. First point of contact for new or existing customers who have questions or issues or who need information about the company’s products, services, or policies. |
| 1. Dispatcher | 1. Drives around the yard, moving trailers and equipment to ensure everything is where it should be. |
| 1. Customer service representative | 1. Ships, receives and records all freight, materials, and supplies entering and leaving the warehouse or yard. |
| 1. Truck mechanic | 1. Installs, maintains, and repairs equipment that helps ensure perishable goods arrive at their destination unspoiled. |
| 1. Transport trailer technician | 1. Prepares efficient schedules and routes for transportation equipment and operating personnel, including drivers. |
| 1. Transport refrigeration technician | 1. Own their own truck and trailer and provide their services to other fleets, carriers and companies. |
| 1. Truck and trailer tire technician | 1. Drivers with specialized training to haul large items that exceed the height, width and/or length that would normally be allowed on the road. |
| 1. Parts technician | 1. Inspects, diagnoses, maintains, rebuilds, assembles and repairs transport trailers connected to, or moved by, a power unit. |
| 1. Shipper/receiver | 1. Ensures mechanics have the components they need to complete required repairs and maintenance. |
| 1. Material handler (or dock worker) | 1. Gathers, documents and analyzes information to resolve conflicts and issues related to freight, including claims for damaged or lost products |
| 1. Delivery/pickup driver | 1. Work in the warehouse at a workstation/ desk, managing the company’s inventory. |
| 1. Flat-bed driver | 1. Drive short or long distances and can haul a variety of cargo, from food and building supplies to bicycles and animals. |
| 1. Owner-operator | 1. Moves, loads and unloads goods and freight within a warehouse or yard and onto and off of trucks and trailers. |
| 1. Purchasing and inventory control | 1. Mounts, demounts, repairs, balances and rotates tires and wheels on various equipment, including tractors, straight trucks, and trailers. |
| 1. Transport truck driver | 1. Calculates freight rates and other charges for transportation services that are invoiced to customers. |

Answer key: 1 – E, 2 – H, 3 – R, 4 – M, 5 – A, 6 – D, 7 – C, 8 – K, 9 – G, 10 – Q, 11 – L, 12 – F, 13 – P, 14 – B, 15 – J, 16 – I, 17 – N, 18 – O

Find someone who … Scavenger Hunt worksheet

|  |  |
| --- | --- |
| **Find a person who:** | **Have the person sign here** |
| Lives less than 15 minutes from this office. |  |
| Brings their lunch to work every day. |  |
| Has worked here for less than one year. |  |
| Has worked here for 10 or more years. |  |
| Works as part of a team. |  |
| Is responsible for making decisions. |  |
| Is taking a course to acquire new skills or knowledge related to their job. |  |
| Is responsible for directing the mail to the appropriate person or department. |  |
| Is responsible for creating visual displays of information. |  |
| Is responsible for finances. |  |
| Is responsible for evaluating employee performance. |  |
| Uses a computer in their job. |  |
| Explains information to others. |  |
| Answers questions from the public. |  |

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**Trucking HR Canada**

104-720 Belfast Rd.  
Ottawa, Ontario  
K1G 0Z5

613-244-4800  
[theteam@truckinghr.com](mailto:theteam@truckinghr.com)

[truckinghr.com](https://truckinghr-my.sharepoint.com/personal/ldrukier_truckinghr_com/Documents/Desktop/Funds%20for%20Fleets%20-%20July%202025%20-%20Final/Funds%20for%20Fleets%20-%20July%202025%20-%20Final/truckinghr.com)

X-TWITTER @TruckingHR

LINKEDIN-IN @trucking-hr-canada

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