

First Supply LLC Job Description

Position: Delivery Driver

Pay Status: Hourly

Department of Labor Classification:

Non-exempt

Essential Job Functions

- Deliver merchandise to customers in a timely and efficient manner
- Drive Company vehicles defensively while following all laws and DOT regulations
- Be courteous and service-minded in dealing with customers
- Assist in loading and unloading merchandise on vehicles
- Follow assigned scheduling of deliveries
- Check orders for accuracy and damage; check pack slips for special instructions
- Obtain signatures on delivery and pick-up tickets
- Collect cash or checks on C.O.D. orders; turn in money to assigned person at facility
- Take returned items to return goods area with a copy of the pick-up ticket attached. If a customer refuses delivery of an item, inform assigned person to change paperwork
- Conduct pre-trip and post-trip inspections of vehicles in accordance with DOT regulations
- Adhere to Company policy and DOT regulations if involved in a motor vehicle accident in a Company vehicle
- Report operating problems or maintenance needs on vehicles
- Inform supervisor of shortages, overloads or damaged merchandise or customer complaints
- Maintain vehicle in neat and clean condition; remove empty skids, pallet jacks, carts, and debris from the truck. Refuel vehicle as directed
- Other duties as assigned by the Warehouse and/or General Manager

Essential Job Requirements

- CDL license with valid medical card to satisfy DOT requirements or valid drivers license and 21 years of age with valid medical card to satisfy DOT requirements
- Two years of truck driving experience preferred
- Driving record which meets the standards set by the underwriters of Company insurance carrier
- Ability to be bonded as defined by First Supply LLC's fidelity bond insurance carrier
- Drug testing with negative results on employment offer, random drug and alcohol testing to comply with DOT regulations, post-accident drug and alcohol testing to comply with DOT regulations and Company policy and drug and alcohol testing for reasonable suspicion and after some accidents thereafter
- Ability to read a route map (Required)
- Functional capacities evaluation which demonstrates ability to safely perform the essential functions of the position
- Satisfactory score on the Wonderlic Personnel Test
- Organizational and leadership skills preferred
- Knowledge or experience with plumbing and heating supplies preferred
- Computer knowledge and skills and the ability to learn First Supply LLC's business system
- Experience with radio frequency (RF) or other similar type units
- Ability to add, subtract, multiply and divide all units of measure
- Ability to read, speak, understand and write English
- Attendance on a regular and consistent basis

Physical Requirements:

ACTIVITY	Occasional 1 - 33 %	Frequent 34 - 66 %	Constant 67 - 100%	Essential	Non-essential
Lifting up to 25 pounds		X		X	
Lifting up to 50 pounds		X		X	
Lifting up to 100 pounds	X			X	
Lifting over 100 pounds	X			X	
Sitting		X		X	
Standing		X		X	
Walking		X		X	
Carrying up to 25 LBS		X		X	
Carrying up to 50 LBS	X			X	
Carrying up to 100 LBS	X			X	
Bending at the waist	X			X	
Bending Neck	X			X	
Reaching Overhead	X			X	
Reaching Forward		X		X	
Climbing	X			X	
Squatting		X		X	
Kneeling	X				X
Gripping		X		X	
Push/Pull		X		X	
Fingering	X			X	

Job Location and Exposures: Activities occur mainly outside with exposure to weather, vibrations, fumes and moving vehicles

Equipment Used

- Computer, mouse and standard keyboard
- Telephone
- Assistive devices such as hand carts, pallet jacks, forklift, and hydraulic lift gate

Supervisor: Warehouse and/or General Manager

Job Description Reviewer: Corporate Operations Manager

Last Review Date: 01/01/05

Job Code: DD1