

# Delivery Driver II



## POSITION SPECIFICS

**Reports To:** Purchasing Manager

**Department:** Purchasing

**FLSA Status:** Non-exempt

## ROLE

**SUMMARY:** Pulls, loads, delivers and picks orders and materials from job sites, vendors, and shops in accordance with time sensitive schedules. Records and submits accurate information in the form of a log and other documentation. Performs routine maintenance on vehicles and delivers vehicles to maintenance facilities. Assists with yard and warehouse cleanup. Always drives safely and legally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Re-stock all bathrooms (3) and empty trash each morning including lunchroom.
- Work directly with receiver to ensure trash and recycle dumpsters are compacted prior to pickup.
- Pull and/or load orders onto and off vehicles.
- Always drives safely and legally.
- Pick up and drop off materials from job sites, vendors, and shops. Keep a log of each delivery.
- Check-in material vs PO when picking material up.
- Check-in with office after each delivers of material.
- Report any issue with vehicle asap.
- Deliver vehicles to maintenance facilities as needed.
- Submit all documentation on all deliveries to warehouse personnel/purchasing.
- Coordinate with purchasing, shipping, and service to make deliveries in accordance with time sensitive schedules.
- Perform routine maintenance on vehicles within abilities.
- Assist warehouse and shipping in keeping the yard and warehouse clean when time allows.
- Perform other duties as requested/required.

## SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

## QUALIFICATIONS

### EDUCATION and EXPERIENCE:

High School Diploma or general education degree (GED) and five years related experience.

### CERTIFICATES, LICENSES AND REGISTRATIONS:

Valid Washington Driver's License and clean driving record.

### MACHINERY, TOOLS AND EQUIPMENT:

Delivery vehicle.

Hand truck/pallet jack.

Forklift.

Hand tools/power tools.

Paper, Clipboard, Logbook, writing implement.

### REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

Skill in the safe operation and use of vehicles.

Ability to quickly identify problems and provide resolution; must be flexible and adaptable to a fast pace and changing environment.

Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and instructions. Ability to write reports and correspondence.

Effective communication (verbal and written) and interpersonal skills.

Must be able to operate with limited direction.

Geographical knowledge of service area or map reading skills.

Knowledge of industry is preferred but not required.

Computer skills: knowledge of the Microsoft Office suite including Word, Excel, and Outlook, as well as Internet software.

## **WORKING CONDITIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, crouch, stoop, kneel; regular use of fine motor manipulation of hands, reach with hands and arms and talk and hear. The employee must regularly lift objects up to 50 pounds. Specific vision abilities required by this job include far and close vision and the ability to adjust focus while working on a computer or handheld electronic device.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to noise, moving mechanical parts, road hazards, and extreme weather conditions.