



Date: 4/12/2017
Job Title: Delivery Driver/Warehouse
Location: Quincy-Br 16
Reports Directly to: Branch Manager
FLSA Status: Hourly

Principal Accountabilities:

1. Process paperwork for all inbound freight including UPS and transfers
2. Scan all paperwork in the Eclipse system
3. Receives incoming material by entering actual items received verses quantities shown on packing slip
4. Resolve vendor discrepancies (over/under shipments)
5. General warehouse clerical duties
6. Prepares truck for operation by inspecting general condition: check fluid levels and tire pressure: notify Branch Manager before obtaining or scheduling required repairs
7. Maintains truck operating efficiency by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; scheduling repairs
8. Loads delivery truck with product securely-avoid damages
9. Delivers items by identifying destinations; establishing route; operating the truck; unloading items; maintaining schedule
10. Uses cell phone to report on progress of deliveries
11. Picks up returns items for the company
12. Verifies products delivered against packing slip and has customer sign receipt
13. Serves customers by understanding and resolving or forwarding complaints
14. Enhances organization reputation by accepting ownership for accomplishing new and different requests
15. Process inbound materials to the warehouse. Compares quantities shown on packing slip or manifests with actual items received
16. Efficient and effective loading and unloading of trucks
17. Inspects items according to instructions and reports damaged goods
18. Ensures materials are placed in the designated area within the warehouse
19. Stacks skids or pallets in designated area. Cleans up and disposes of scrap bracing, cardboard, and strapping and placing in proper container or designated area
20. General housekeeping: sweeping, mopping, dusting
21. Assist customers at the counter
22. Perform other duties as requested

Position Specifications/Scope

Minimum Education/Experience Required:

High School Diploma required, or its equivalent
Valid driver's license (Class A, B, C CDL required) and clean driving record

Knowledge, Skills, Abilities Required:

Critical thinker-using logic and reasoning to identify alternative solutions
Mathematical reasoning- ability to choose the right method or formulas to solve problem
Ability to learn Eclipse software
Must be very detail-oriented and focused for accuracy
Ability to perform assignments with minimal supervision and under tight deadlines
Must have strong interpersonal communication skills
Must maintain a patient and professional attitude, while managing a busy workload
Strong organizational skills required
Must be able to determine and prioritize workload
Ability to read directions and use street map to plot delivery route
Valid driver's license and clean driving record



Equipment Used:

PC
 Calculator
 Fax
 Telephone
 Photocopy machine
 Forklift

The work environment characteristics described below 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.

Working Conditions:

Normal warehouse environment

The physical demands described below 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.

Physical Demands:

X	Balancing	X	Feeling	X	Pulling	X	Seeing	X	Talking
X	Carrying	X	Grasping	X	Sitting	X	-Close	X	Walking
X	Climbing	X	Hearing	X	Standing	X	-Far		
X	Crawling	X	Kneeling	X	Stooping	X	-Color		
X	Crouching	X	Lifting				-Depth		

Other:

Exposure to varying weather conditions and temperatures in warehouse and on loading dock.
 Physical strength to lift up to 50 pounds regularly and up to 75 pounds occasionally.

The foregoing responsibilities, accountabilities, statements and requirements are intended to describe the general nature and level of work performed in this position. They are not intended to be construed as an all-inclusive list of every responsibility, duty, skill and expectations required of personnel so classified.

Approvals:

Employee: _____ Date: _____

Department Supervisor: _____ Date: _____

Human Resources: _____ Date: _____