



XYZ WELDING SUPPLY

Position Profile

Title: **Driver** Incumbent: **Multiple**

Reports to: **Operations Manager** _____
Incumbent Sign-off

Approved by: _____ Supervisor Grade:

_____ Human Resources Date assigned: MM/DD/YYYY

_____ President Revision Date:

I. OBJECTIVE:

Insure the correct, timely and safe delivery of XYZ products to customer locations.
Represent the company in a professional manner while interfacing with customers on product, delivery, pricing or related issues.

II. RESPONSIBILITIES:

The essential functions of the position include but are not limited to the following:

1. Gather and coordinate, on a daily basis, customer billing papers, order requests and telephone answering machine messages regarding product delivery requirements.
2. Complete the orderly product loading of vehicles which insures the efficient use of time and scheduling of delivery routes.
3. Deliver products to customers while abiding by load safety, DOT and general safe driving guidelines.
4. Where possible, listen to and resolve customer complaints. When necessary, provide feedback to office regarding customer complaints or issues on pricing, quality, credit or need for sales representative follow-up.
5. Complete daily pick-up and unloading of cylinder product empties from the customer. Insure the amount returned matches the number of those delivered.
6. Assist in product bar coding procedures.
7. Maintain the proper cleanliness of assigned vehicles and carefully complete pre and post-trip vehicle inspections.
8. Complete and maintain logs and reports concerning deliveries and vehicle inspections.
9. Assist with such other duties or responsibilities as may be assigned or required to insure maximum distribution and operations effectiveness.

III. REPORTS PREPARED:

- a. Truck load manifest
- b. Inspection logs for truck

IV. INTERFACE:

- Internal:** Must effectively interface at all levels within the organization and particularly with customer service and accounts receivable.
- External:** Must maintain positive interface with the customer and DOT representatives while making product deliveries.

V. QUALIFICATIONS:

- Education:** High school diploma or equivalent experience.
- Experience:** Minimum 3 years prior over the road product delivery experience strongly desired.

SPECIAL REQUIREMENTS:

1. Possess appropriate and current CDL driver's license with hazardous material endorsement; history of safe driving as exhibited by state MVR reports.
2. Must be mentally adaptable and flexible in dealing with a variety of people. Is frequently called upon to handle difficult situations.
3. Capable of completing basic mathematical calculations and entering correct information on logs and other reports.
4. Ability to effectively plan and organize truck loads and delivery schedules.
5. Vision correctable to within normal range for vehicle driving and completion of reports.
6. Able to move or lift products and materials of varied sizes and weights, sometimes in excess of 300 pounds.
7. Capable of working in diverse and often times unpleasant weather and working conditions.
8. Position requires prolonged sitting, some bending, stooping and climbing.

VI. EQUIPMENT UTILIZED:

- a. Company truck
- b. Forklift
- c. Hand cart
- d. Scanner
- e. Various hand tools
- f. Telephone answering machine

VII. POSITION DIMENSIONS:

- a. Number of employees directly supervised: 0

Note: XYZ retains the discretion to add to or change the duties of the position at any time.