



Effective: January 24th, 2024

Job Description: Delivery Driver (part time – 30 hours per week, but that may vary)

Reports to: Shipping and Receiving Supervisor

Job Summary:

The driver will deliver short loads of finished goods to customers/job sites, pick up and deliver production supplies to production staff and perform finished good returns from job sites. The driver will be operating a truck/trailer with a capacity up to 20,000 lbs. Generally, the deliveries will be local, but could occasionally be statewide. However, there will be no overnight deliveries required with this position.

Duties/Responsibilities:

- Secures loads safely and per IDOT regulations to the trailer.
- Ensures the trailer is functional and safe to use.
- Keeping the Company pick-ups and the F750 delivery truck clean inside and out.
- Deliver materials to job sites in a safe manner.
- Returns all delivery documents directly to the dispatcher.
- Picks up supplies at various vendors and delivers to production team who requested them, ensuring that proper paperwork is completed.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Good verbal and written communication skills.
- Ability to listen, understand, and follow directions.
- Must have good knowledge of the local streets, the highway system and be able to use GPS.
- Must be able to secure trailer loads safely and correctly.

Supervisory Responsibilities:

- None

Education and Experience:

- Previous experience preferred, but not required.
- High school diploma or GED preferred.
- Job training for this position is provided by Shipping & Receiving Supervisor.
- Must have a current and valid Class A CDL driver's license.

Physical Requirements:

- Must be able to drive in a variety of weather conditions, but if weather conditions dictate such, we will not conduct deliveries.

- Must have good hand-eye coordination and quick reaction times.
- Must be able to hear when alerted by horns, sirens, shouting, or any other noise that is meant to convey a safety warning.
- Climbing ladders or steps to reach objects would be an expectation.
- Must be able to sit for long periods of time.
- Must be able to wear a hard hat, safety glasses, gloves, and safety-toed boots – those items will be provided.