

Job Description

Job Title: Branch Material Handler/Driver
Supervisor: Branch Warehouse Supv./Ops. Mgr.
Prepared By: HR
Approved By: Rich Dunlap, President

Department: Operations
FLSA Status: Non-Exempt
Prepared Date: March 15, 2019
Approved Date: March 21, 2019

Summary

Load/Unload and move materials within or near facility, yard, or work site. Drives straight truck GVWR Class 6 or GVWR Class 3 with trailer to transport and deliver products, by performing the following duties. These loads will be rated at gross weight of 26,000 lbs. or less on Class 6 and not to exceed 10,000 lbs. trailer total weight on Class 3.

Essential Duties and Responsibilities include the following. *Other duties may be assigned.*

- Reads pick tickets, transfers or other documents and follows oral instructions to ascertain materials or containers to be moved.
- Assembles and fills orders to be shipped to customers then reviews all orders to ensure picking accuracy.
- Pulls and assembles orders for will call customers quickly, accurately, courteously and respectfully.
- Loads materials onto pallets or into crates that contain products for transfer to all locations and installs strapping, bracing, or padding to prevent shifting or damage in transit.
- Build and maintain customer relations in the field to ensure excellent customer service and enhance the company's image by treating customers in a friendly and professional manner.
- Thoroughly complete daily delivery schedule in a timely safe manner by adhering to assigned delivery schedule and following all job directives precisely.
- Safely assist in the loading and unloading of the product to customer's location and return products. Report any problems that occur with a customer if possible before leaving the delivery location.
- Perform all duties by company policies and procedures, and comply with all Federal, State, and local regulations for safe operation of a commercial motor vehicle.
- Inspects truck for defects before and after trips and submits a report indicating the truck condition.
- Completing a thorough load check on your truck before leaving, ensuring that all delivery materials are firmly secured, and all parts of your truck are in compliance with all Federal, State, and local regulations.
- Obeying all traffic laws and weight limits. Completing and filing all logs and required government paperwork in a precise and timely manner.
- Providing the customer with an invoice on completion of each delivery.
- Report delays, accidents, or other traffic and transportation situations to bases or other vehicles.
- Operates industrial fork lift or electric hoist to assist in loading or moving materials and products.

- Locates material in assigned bin location and assures inventory accuracy if discrepancies are found on either. Reports discrepancies to direct supervisor.
- Stocks showroom area of branch from distribution center transfers, vendor shipments or overstock located in warehouse area of branch.
- General Housekeeping of branch warehouse and yard to keep clean and in orderly fashion.

The job description and responsibilities described are intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Supervisory Responsibilities – This job has no supervisory responsibilities.

Competencies – To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision; displays understanding of how job relates to others.

Customer Service - Responds promptly to customer needs; responds to requests for service and assistance.

Communications - Expresses ideas and thoughts verbally; exhibits good listening and comprehension gets clarification; responds well to questions; ability to read and interpret written information.

Ethics/Diversity - Works with integrity and principles; shows respect and sensitivity for cultural differences.

Personal Appearance - Dresses appropriately for the position; keeps self well groomed. Company uniforms will be required.

Attendance/Punctuality - Is consistently at work and on time.

Quality/Quantity - Demonstrates accuracy and thoroughness; meets productivity standards; completes work promptly; strives to increase productivity; works quickly.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications – 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 ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience – High school diploma or general education degree (GED); one to three months related experience and training; or equivalent combination of education and experience. Must have an acceptable accident and moving violation Motor Vehicle Record; one-year previous GVWR Class 6 or above driving experience including winter driving experience.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos in English. Ability to effectively present information in one-on-one situations to customers.

Mathematical Skills – Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Computer Skills – To perform this job successfully, an individual should have knowledge of Inventory software and order processing systems.

Certificates, Licenses, Registrations – Valid driver's license and DOT Health Card. Forklift certification provided by internal training course

Physical Demands – The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. *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 required to stand. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and move up to 50 pounds and occasionally lift and move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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 moving mechanical parts. The employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually loud.

Equal Opportunity Employer (EOE); Minority/Female/Disabled/Veteran (M/F/D/V; Drug-Free Workplace (DFW)