



DZ Delivery Driver/Truck Mounted Forklift Operator

Company Overview:

Adams Building Supply Limited is a dynamic, family-owned, and operated multi-store enterprise providing high-quality lumber and building supplies to professional and retail customers in Southern Ontario. Known for our problem solving abilities and with a strong emphasis on exceptional service and value, our company is positioning itself to grow well into the future. As we prepare to transition to our state-of-the-art location, we are seeking a DZ Licensed Delivery Driver to join our team at the Woodstock location.

Job Summary:

As a Delivery Driver/Truck Mounted Forklift Operator, you will play a crucial role in our core competency of providing efficient, fast delivery with outstanding customer service. Your enthusiasm, positive attitude, and willingness to go the extra mile will ensure our customers receive an exceptional service experience. This position requires adaptability in a fast-paced environment, particularly during the busy season. You will primarily operate a Kenworth flatbed equipped with a truck-mounted forklift for deliveries, but you will also assist in the yard when not engaged in deliveries or when additional manpower is needed. The ability to lift up to 80lbs, a minimum DZ License with a clean abstract, and previous lumberyard and forklift experience are desirable for this role.

Key Responsibilities:

- Safely load and unload delivery vehicles, customer vehicles, and supplier deliveries.
- Deliver materials safely, neatly, and efficiently to jobsites and residences.
- Transfer goods between our stores and provide assistance with delivery needs at any location.
- Operate delivery vehicles in a safe and courteous manner, complying with all MTO regulations. This includes maintaining daily logs and conducting daily trip inspections as required.
- Maintain cleanliness and respect for all company equipment.
- Assist with deliveries requiring additional personnel.
- Provide customer support in the yard, including helping customers locate products, loading and unloading vehicles, and ensuring the correct products and quantities are provided according to invoices or packing slips.
- Utilize proper material handling techniques to minimize damage to yard inventory.
- Work outdoors in all weather conditions.
- Perform other duties as assigned by the supervisor.

Requirements:

- Possess a minimum DZ License with a clean abstract.
- Ability to lift up to 80lbs.
- Previous experience working in a lumberyard and operating a forklift is advantageous.

Note: This job description outlines the general responsibilities and requirements of the position. It is not intended to be an exhaustive list of all duties and responsibilities, as additional tasks may be assigned by the supervisor as needed.