



Delivery Truck Driver

Reports To: Supervisor	Division: Sedalia
FLSA Classification: Non-Exempt	Department: Production
Date: June 28, 2021	Approved By: Human Resources

Job Summary:

Daily drop and pick up of items from one facility and transporting to another utilizing a Box Truck (under 26,000 pounds). Load and unload items to a designated area manually and/or with various industrial trucks.

Job Responsibility:

The following list of essential duties is not exhaustive. An employee may be required to perform additional tasks not listed below.

Box Truck

1. Safe operation of Box Truck (under 26,000 pounds) at all times maintaining all safety protocols.
2. Abiding by all Department of Transportation (DOT) and Local Driving regulations.
3. Perform and document daily inspection of the Box Truck, reporting any issues immediately.
4. May perform preventive maintenance on the truck including but not limited to: checking fluid levels and adding as necessary, adding air to the tires, cleaning.
5. Load and Unload items manually and/or with the use of various industrial trucks.
6. Install strapping, bracing, padding, etc. for items to prevent shifting or damage in transit.

Industrial Trucks

1. Load and unload raw materials, materials in process and final products onto or from pallets, trucks, racks and shelves by hand, fork lift, pallet jack, hand truck or portable table.
2. Moves levers and presses pedals to drive truck and control movement of lifting apparatus. Position forks, lifting platform or other lifting device under, over or around loaded pallets, skids, boxes, products, or materials and transports load to designated area.
3. Organize and transport finished goods from the holding area(s) to the respective truck line bays and label using computer terminal and printer. Where designated loads or unloads commercial and private trucks.
4. Transport various parts and materials for all lines. Transport dumpsters and scrap bins in and out of building.
5. Convey material to designated area and put away in proper locations. Assure that all skids or containers are labeled to describe contents.
6. May count, weigh and record number of units of materials moved or handled on a daily production sheet.
7. Transport various types of lumber into building from storage areas.
8. May lift heavy objects by hand or with power hoist and cleans work area, machines, and equipment to assist machine operators and assembly workers.
9. Assure that all aisles are kept clear and free of obstructions.
10. Pack or skid rejected material to be returned to supplier for credit, using banding machine, pallet jack, radial arm saw and forklift.
11. Conduct visual inspection check on material gauge, type dimensions, recording any defects on quality control report.

12. May perform tasks in which the Supervisor deems you are qualified and competent to perform. Examples of these tasks include, but are not limited to, assembly, packaging, crating, and inventory control that are associated with the flexible production cell assigned.
13. Perform daily safety check of industrial truck and notify Supervisor of any industrial truck in need of repair.
14. Notify lead person or supervisor of equipment needing repair.
15. Maintain positive work atmosphere by behaving and communicating in a manner that gets along with coworkers, supervisors, clients, and customers.
16. Must have a basic knowledge of where all products are produced in the plant and how they are packaged.
17. Must coordinate shipments with all local facilities.
18. Read shipping order to determine items to be moved, gathered, packed and shipped.
19. Convey material or products from production area to storage or other designated areas by hand, hand truck or forklift.
20. Sort and place material or items on racks, shelves or in bins according to predetermined sequence. Pull customers' orders from stock and place orders on pallets, wagons or skids and convey to shipping area.
21. Mark and label material or containers with identifying information.
22. Verify and keep records on outgoing shipments.
23. Verify shipments against bills of lading, making corrections on discrepancies.
24. Responsible for turning incomplete bills of lading and orders in to office.
25. Inform supervisor of inappropriate stock levels.
26. Record quality defects on quality control report and turn in to lead person.
27. Must be able to operate both a computer and printer.

Essential Knowledge and Skills Requirements

Certification required

1. Maintain a Class E Drivers' License or higher.
2. Maintain a clean driving record.
3. Able to pass a background check.
4. Must meet criteria to be insurable under company insurance policy.
5. Failure to maintain these credentials will result in ineligibility for this position.

Physical Job Requirements:

1. Speaking to employees and customers. - The ability to speak clearly and communicate information and ideas in speaking so others will understand.
2. Listening to employees and customers. - The ability to listen to and understand information and ideas presented through spoken words and sentences.
3. Sitting for extended periods of time.
4. Walking for extended periods of time.
5. Standing for continuous periods of time without being able to leave the work area.
6. Able to lift, push, or pull up to 40 pounds.
7. Carrying objects (in arms or on shoulders).
8. Grasping (applying pressure to objects).
9. Reaching (extending hands and arms in any direction).
10. Stooping and crouching (bending downward and forward).
11. Feeling (perceiving attributes of objects such as size, shape, temperature, or texture).

Mental and Visual Job Requirements:

1. Visual ability required includes close vision, peripheral vision, depth perception and the ability to adjust focus.
2. Ability to identify and distinguish colors may be required- Assemblers or Operators will need to be able to identify different color wires or use controls on machines.

3. Ability to judge distance and space relationships.
4. Ability to learn and comprehend instructions and orientation to the job
5. Ability to concentrate attention on task at hand for extended periods of time.

Required Abilities :

The physical demands described here 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.

Workplace Environmental Conditions:

This job operates in a manufacturing and outdoor environment.

While performing duties of this job, you are frequently exposed to work near moving mechanical parts, electrical current and chemicals. The noise level in the environment is usually moderate.

Applicable Job Title	<input type="checkbox"/> Grade 3.5		
Employee Signature and Date:			
Employee Printed Name:			
Supervisor Signature and Date:			