

Job Title: Truck Driver/Material Handler**Department: Warehouse****Supervisor: Warehouse Lead****FLSA: Non-Exempt Job Status: Full Time Safety Sensitive Position**

Job Duties & Responsibilities: Include the following, as well as other duties that may be assigned.**Purpose of Role:**

Drives truck on short local runs usually from factory to warehouse and back. Loads and unloads truck and transports materials or completed stock through factory or warehouse on hand trucks. Releases to carriers indicated finished stock and materials from warehouse. Maintains materials and stock in warehouse in a clean and orderly manner per company standards.

What You Will Be Doing:

- Drives truck from warehouse to required location.
- Pick up material/parts from suppliers when required.
- Loads and unloads truck. Transport materials and stock through warehouse and factory on forklifts.
- Warehouse completed stock in orderly manner.
- Label and release for shipment completed stock and parts to carrier specified by shipping order. Report such releases to office.
- Assist loading cars or trucks for safe delivery of completed stock to transfer point.
- Performs physical inventory counts as requested and report results to office.
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance).
- Follow company policies, core values and safety/quality procedures and standards.
- Other duties as assigned.

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

High School Diploma or GED. General knowledge of products shipped and parts and materials stored in warehouse.

Knowledge and Competencies: The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Excellent communication ability to follow through on requests for information and select appropriate responses; good listening skills, paying attention to others' communications to ensure understanding; seeking input and showing a genuine interest in others' opinions, facilitating and sharing information within department and across departments.
- Positive/optimistic – Can do, make things happen attitude (genuinely believe the organization can accomplish a lot while managing to a conservative budget and resource allocation).
- Self-motivated and curious (motivate others to achieve company and individual goals)
- Customer centric – Recognizing and promoting the importance of meeting customer needs – both inside and outside the organization. Resolving internal issues with sensitivity and cooperation.
- Ability to use good judgment when making decisions (maintaining professionalism and emotional composure).
- Ability to problem-solve and troubleshoot, identifying problems immediately and working collaboratively with team mates to effectively resolve.
- Conflict management – understand the inevitability of conflict and working to resolve with sensitivity and tact, listening and seeking to understand and facilitating the resolution between parties.
- Organizational commitment – Supporting management and organizational decisions.

Certificates, Licenses, Registrations: CDL preferred but not required

Physical Demands: 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 function.

While performing the duties of this job, the employee is frequently regularly required to use hands to finger, handle, feel or reach and stand. The employee regularly is required to walk, and talk or hear, stoop, kneel or crouch. The employee frequently lifts up to 50 pounds and may occasionally lift and/or move up more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to 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.

This position is in a manufacturing production plant environment where the temperature may vary hot or cold. In addition, worker is subject to climatic conditions since much of work is performed out of doors. The typical noise level is loud. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

I, the undersigned, have read and understand the duties and responsibilities of this position.

Employee Signature

Date

Supervisor/Witness Signature

Date

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.