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Date: 1/1/2011  
Job Title: Delivery Driver  
Department:  
Location: St. Louis- Branch 25  
Reports Directly to: Branch Manager  
FLSA Status: Hourly

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**Principal Accountabilities:**

1. Prepares truck for operation by inspecting general condition: check fluid levels and tire pressure: notify Branch Manager before obtaining or scheduling required repairs
2. Maintains truck operating efficiency by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; scheduling repairs
3. Loads truck with product securely-avoid damages
4. Delivers items by identifying destinations; establishing route; operating the truck; unloading items; maintaining schedule
5. Uses cell phone to report on progress of deliveries
6. Picks up returns and items for the company.
7. Verifies products delivered against packing slip and has customer sign receipt
8. Serves customers by understanding and resolving or forwarding complaints
9. Enhances organization reputation by accepting ownership for accomplishing new and different requests
10. Assists in general warehouse duties upon completing delivery route
11. Perform other duties as requested

**Position Specifications/Scope**

**Minimum Education/Experience Required:**

High School Diploma required, or its equivalent

**Knowledge, Skills, Abilities Required:**

Critical thinker-using logic and reasoning to identify alternative solutions  
Mathematical reasoning- ability to choose the right method or formulas to solve problem  
Ability to learn Eclipse software  
Must be very detail-oriented and focused for accuracy  
Ability to perform assignments with minimal supervision and under tight deadlines  
Must have strong interpersonal communication skills  
Must maintain a patient and professional attitude, while managing a busy workload  
Strong organizational skills required  
Must be able to determine and prioritize workload  
Ability to read directions and use street map to plot delivery route  
Valid driver's license (MO Class E) and clean driving record

**Equipment Used:**

PC  
Calculator  
Fax  
Telephone  
Photocopy machine  
Forklift



*The work environment characteristics described below 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.*

**Working Conditions:**

Normal warehouse environment

*The physical demands described below 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.*

**Physical Demands:**

X	Balancing	X	Feeling	X	Pulling	X	Seeing	X	Talking
X	Carrying	X	Grasping	X	Sitting	X	-Close	X	Walking
X	Climbing	X	Hearing	X	Standing	X	-Far		
X	Crawling	X	Kneeling	X	Stooping	X	-Color		
X	Crouching	X	Lifting				-Depth		

**Other:**

Exposure to varying weather conditions and temperatures in warehouse and on loading dock.  
Physical strength to lift up to 50 pounds regularly and up to 75 pounds occasionally.

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The foregoing responsibilities, accountabilities, statements and requirements are intended to describe the general nature and level of work performed in this position. They are not intended to be construed as an all-inclusive list of every responsibility, duty, skill and expectations required of personnel so classified.

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Approvals:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_