



POSITION/JOB TITLE: Driver

FLSA STATUS: Non-exempt

AA/EEO CODE: 7 (Operatives)

LOCATION: BPM – Millwork (Brooklyn Park Manufacturing)

IMMEDIATE SUPERVISOR: Dispatcher

POSITION SUMMARY: Deliver, load/unload, and pick up building materials as scheduled by the Dispatcher.

ESSENTIAL FUNCTIONS:

1. Safely Drive Truck (Standard Transmission, Air Brakes)
 - a. Determine best route for delivery considering weather, time, equipment and road conditions
 - b. Perform required pre and post-trip vehicle inspection's and complete required paperwork
 - c. Monitor truck operations
2. Customer Service
 - a. Represent SBL in a positive and professional manner while at delivery sites and while driving on the public roadway
 - b. Address general concerns or questions from customers and homeowners
3. Load Truck
 - a. Select materials from yard, millwork and hardware
 - b. Ensure load is complete
 - c. Notify dispatch of any shortages or Back Orders
 - d. Safely load/secure items onto truck
(Majority of loading is done by hand)

4. Unload Truck
 - a. Determine proper approach of delivery considering weather, site, equipment, and customer requests
 - b. Safely unload building materials at jobsite
5. Pick up Returns
 - a. Safely load and secure returning items onto truck
 - b. Accurately tally items picked up and write credit memo (If requested by customer, otherwise returns will be tallied at yard)

ADDITIONAL RESPONSIBILITIES:

1. Complete required paperwork, including Driver's Log, Delivery Tickets
2. Increase knowledge and awareness of safety for yourself and others throughout the workplace
3. Report all safety concerns, hazards and incidents timely
4. Use of Personal Protective Equipment (PPE)
5. Housekeeping
6. Follow ergonomically correct standards in workspace
7. Commitment to Standard Work and willingness to create a positive impact
8. Other duties as assigned by supervisor

EDUCATION & EXPERIENCE:

1. High School Diploma or GED preferred
2. Minimum 6 – 12 months Commercial Motor Vehicle driving experience preferred

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to problem solve and make good judgments that impact customers and SBL
2. Knowledge of building materials
3. Ability to communicate effectively and clearly (written or verbally)
4. Ability to read, write and calculate tickets (as well as other documents and forms)
5. Safety oriented
6. Familiar with Twin Cities area and roadways
7. Ability to read a map and plan delivery route to maximize efficiency
8. Knowledge of Federal Department of Transportation Regulations
9. Ability to adapt quickly and be flexible to changes in the environment, delivery orders, traffic, and customer needs
10. Knowledge of DDS (Dispatch & Delivery System) helpful

ENVIRONMENT & PHYSICAL WORKING CONDITIONS:

1. Exposed to extreme weather conditions
2. Exposed to mechanical equipment

PHYSICAL DEMANDS:

1. Lift/carry 75 - 100 lbs (100 lbs. plus occasionally)
2. Bend, stoop, squat to floor level
3. Reach overhead to grasp materials
4. Prolonged sitting – driving

Must be able to pass random and required Drug and Alcohol Tests

LICENSE(S) AND/OR CERTIFICATE(S):

1. Valid Commercial Drivers License with acceptable driving record
 - * Minimum requirement Class B
2. Posses current DOT Health Card or ability to pass DOT physical