

Job Description and Responsibilities

As a CDL and non-CDL driver, your mission is to provide timely and accurate materials handling, delivery to achieve customer service satisfaction and protect company assets, including vehicles, yard equipment and inventory. Whether in the yard or store or on the customer's jobsite, you will greet customers and provide prompt, friendly and courteous service. You will utilize safe driving practices, product and inventory knowledge and materials handling practices to ensure loads are accurate and safely and neatly delivered to customer's jobsites.

1. Operate forklifts to load/unload trucks, as well as hand loading and unloading of materials.
2. Safely secure all materials on/in truck for delivery.
3. Conduct pre trip inspections and other routine DOT paperwork.
4. Comply with all DOT safety rules and procedures.
5. Safely delivering and unloading materials. This includes satisfaction teaming with load builder prior to load building for complex loads to prevent costly re-work.
6. Acting as a company representative at all times; drivers are a highly visible representative in the lumber yard and on the road and customer jobsite. The driver is often the last person our customer will see as part of our sale.
7. Inspecting and maintaining truck and equipment on a daily and weekly basis; keeping truck clean.
8. Assisting with loading and tallying of materials to be delivered, responsible for accuracy of load to be delivered.
9. Ensuring a sales ticket / invoice accompanies all materials leaving the yard.
10. Ensuring no damage of material, equipment, racks, storage buildings.
11. Reporting complaints or other problems with customers promptly to supervisor.
12. Promptly reporting all accidents and violations and filing appropriate forms.
13. Picking up returns and tallying materials picked up and coordinating with yard foreman to put away.
14. Being alert to potential sales opportunities and completeness of project solution.
15. Keeping mileage logs for each delivery.
16. When in the yard, assisting with customer service and collaborating with the yard foreman on necessary tasks
17. Assuming other duties as workload and need dictate.