

# Delivery Driver / Shop & Warehouse Assistant

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**Reports to:** Warehouse Manager

**Purpose:** Delivers customer orders on a daily route within the greater Spokane area. Responsible for stocking inventory and fabrication of hydraulic and industrial hoses and their associated hardware in our fabrication shop.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Performs the following delivery duties as backup to primary Delivery Driver:
  - Drives delivery van to customer's place of business to deliver materials and supplies ordered. Estimated days per week driving: two.
  - Greets customers in a friendly, courteous and professional manner.
  - Answers questions regarding materials and supplies ordered.
  - Listens to and resolves any service complaints.
  - Picks up shop supplies as directed to return to store.
  - Daily bank deposits and change orders as directed.
  - Provides routine cleaning and fueling on delivery van.
  - Provides routine maintenance as directed on delivery van.
- Performs the following fabrication procedures under the supervision of the Shop Foreman:
  - Cutting hose to customer specification.
  - Attaching components to manufacturer specification & NAHAD guidelines.
  - Hydrostatically pressure test hose for leak detection, if required.
- Performs the following warehousing procedures:
  - Maintains and replenishes stock areas in warehouse as needed
  - Maintains clean and safe work environment by keeping shelves, pallet areas, and workstations neat.
- Customer order entry and fulfillment procedures:
  - Prepares sales orders.
  - Checks inventory and pulls for order fulfillment, noting any stock changes on pick tickets for proper billing and backorder procedures.
- Other
  - Detects and reports equipment, defective material, improper operations, and unusual conditions to appropriate level of management.
  - Works in manner that ensures the safety of all oneself and others.
  - Exercises proper care in the use of tools and equipment.

- Maintains quality customer service by following organizational standards.
- Attends manufacturer and safety training programs as well as in-house workshops as directed.

**Skills/Qualifications:** To perform this job successfully, and individual should demonstrate the following:

- Exhibits Sound & Accurate Judgement
- Follows Direction
- Upholds Safety Standards
- Takes Responsibility for Own Actions
- Demonstrates Accuracy & Thoroughness
- Prioritizing & Planning Work Activities
- Respects Others
- Respects Company Property
- Timeliness & Dependability
- Willingness to Work Flexible Hours to Meet Customer Demands

**Computer Skills:** To perform this job successfully, an individual should have the ability to search inventory on hand quantities in our inventory software and process customer sales orders.

**Education:** High school or general degree (GED); and/or a minimum of two years manufacturing/hose fabrication experience as well as a strong mechanical aptitude. Minimum two years delivery driver experience preferred.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Physical Demands:** While performing the duties of this Job, the employee is regularly required to sit and drive in a vehicle, talk, hear, stand, walk, bend, reach and sometimes climb ladders. Lifting up to 20 lbs is customary. Employee may occasionally be required to lift up to 50lbs of product inventory. Employee may occasionally be required to operate forklifts or pallet jacks for large goods.

**Other:** Valid Driver's license is required.

**Employee Classification:** Full-Time Nonexempt Position to be paid hourly; entitled to overtime pay under the specific provisions of federal and state laws.

**Salary Range:** \$17.00 to \$22.00 per hour

