



TRUCK DRIVER

JOB DESCRIPTION:

The Truck Driver is responsible for delivering products and/or supplies to customers, vendors, job sites, or other corporate locations. Duties include operating freight handling equipment, maintenance and operation of company vehicles, verification of administrative paperwork, and working with the public at large. The delivery person must safely perform all assigned tasks with sufficient speed and accuracy to support store efficiency and a high level of customer service.

TASKS, DUTIES & RESPONSIBILITIES:

- Drive Selkirk Home Hardware Building Centre trucks and delivery vehicles in compliance with store policy and the Highway Traffic Act.
- Maintain frequent communication with the Shipper
- Move heavy and bulky merchandise for customers and sales personnel.
- Advise supervisor of shortages or damaged goods.
- Perform light vehicle maintenance (check oil, etc.)
- Conduct and document pre-trip inspections
- Ensure all cargo is safely secured before travel
- Maintain vehicle maintenance and inspection records.
- Verify delivery documents.
- Report company vehicle maintenance needs to supervisor.
- Follow all delivery and receiving procedures and company policies as determined by management.
- Follow proper documentation procedures for any merchandise that is to be returned or refused.
- Maintain proper security over merchandise and delivery documents.
- Follow company procedures regarding required signatures, forms, receipts, etc.
- Report customer complaints to management.
- Follow all safety precautions when operating company vehicles and loading or unloading freight.
- Suggest rule or policy changes to management when such changes would improve efficiency, morale, operations, profits, sales, etc.
- Attend meetings, training sessions, etc. as required.
- Work on additional duties and assignments that align with this job description as assigned by management.
- Work in a safe manner in accordance with provincial and federal safety legislation. Report any potential hazards and unsafe behavior to management in order to have the situation corrected.

REQUIRED QUALIFICATIONS:

- Class 3 driver's license
- Clear and current driver's abstract
- 6 months of flatbed driving experience preferred
- Ability to read, write and communicate in English
- Ability to read and comprehend written and printed materials, as well as information presented in numerical form.
- Must own or obtain one's own steel toe or composite safety boots
- Ability to work co-operatively in a team environment.
- Ability to visually verify contents of shipments.



- Must maintain a good driving record and lawfully operate all company vehicles used to make deliveries.

PHYSICAL REQUIREMENTS:

- Ability to lift, push, pull, and carry merchandise weighing up to 75 pounds.
- Ability to throw up to eight pounds
- Ability to sit/drive for prolonged periods
- Repetitive movements include lifting and twisting.

WORKING RELATIONSHIPS:

- This position reports directly to the Yard Personnel Manager
- This position works closely with the Shipper and the Yard Operations Manager