



## Kakabeka Crystal - Delivery Driver

### Reports To

Warehouse Supervisor

### Position Summary

The Delivery Driver will be responsible for the delivery of products over established routes. Responsibilities will include the correct loading of the vehicle, recording of delivery information and ensuring overall vehicle safety. The Delivery Driver will be expected to operate the delivery vehicle in a safe manner at all times, obeying all rules of the road, and follow all appropriate company policies and procedures.

### Core Competencies

- Customer Focus
- Communication
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

### Primary Responsibilities

- Operate and drive automobiles, vans and light trucks to pick up and deliver various products
- Perform pre-trip inspection of vehicle
- Deliver products over established routes
- Ensure correct loading of vehicle
- Operate vehicle in a safe manner, obeying all rules of the road
- Comply with all company policies and procedures regarding the delivery of goods
- Record information on pick-ups and deliveries, vehicle mileage, and any problems encountered
- Communicate with central dispatch
- Loading and unloading products in a safe manner, using provided tools as appropriate (e.g. dollies, lifts, etc.)
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Check all load-related documentation to ensure that it is complete and accurate.
- Maintain logs of working hours and of vehicle service and repair status, following applicable provincial and federal regulations.
- Communicate effectively with the public, customers, and co-workers both verbally and in written form
- Assist in loading and unloading of vehicle
- Perform periodic inspections before, during, and after delivery to ensure that load is properly fastened down and is secure
- Ensure that material is properly protected from the outdoor elements
- Deliver the product and proper paperwork to our customers in a courteous and timely manner
- Provide feedback to supervision regarding customer problems, mechanical problems, or delivery problems
- Complete all necessary paperwork at the end of the shift. May include, but not limited to, daily logs, inspection logs, delivery receipts, vehicle inspection, hours of service, etc.



### **Requirements**

- High School Diploma, G.E.D. or equivalent
- Valid Driver's License (Specify Class of Driver's license required)
- Clean Driver's abstract
- Clear Criminal Background Check
- Computer Literate
- Demonstrated organizational skills with strong oral and written communication abilities
- Exceptional organizational abilities with task prioritization, multi-tasking, use of timelines and time management techniques
- High level of personal integrity
- Strong work ethic
- Professional/mature demeanor under stressful situations
- Ability to work in a fast-paced environment
- Confident, consistent decisive personality
- Must be able to work with little supervision; must be self-directed

### **Work Conditions**

- Travel required
- Will be required to work both indoors and outdoors
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required
- Weekend work may be required occasionally
- Ability to lift 100 pounds

### **Employment Statement**

Lowerys is committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities and Aboriginal People.