

## JOB DESCRIPTION

**Job Title:** Truck & Trailer Driver

**Reports to:** Assistant-Dispatch Manager and Dispatch Manager

### POSITION SUMMARY

The primary responsibility of the Truck & Trailer Driver is to ensure safe, accurate, timely and efficient delivery of materials to homeowners and job sites. Proper delivery of materials is critical to the success and completion of a sale.

### RESPONSIBILITIES

- Ensure truck is properly inspected and in full working order at the start of each day;
- Notify the Dispatch department immediately when a problem with the truck arises;
- Ensure radio/phone is on, charged and in proper working order to maintain communication with the Dispatch department at all times;
- Ensure dump boxes are cleaned before and after every delivery to prevent cross-contamination of materials;
- Ensure fill bins that are returned to the yard are emptied and cleaned out completely so they are immediately ready for a new customer;
- Maintain professionalism and courtesy at all times while driving;
- Ensure delivery instructions are executed as closely as possible where permitted;
- Always strive to achieve customer satisfaction and outstanding service in the placement of product while maintaining the highest standards of safety;
- Pick up direct loads from gravel pits;
- Ensure all paperwork is properly filled out; including: customer signature on invoices, collecting and recording all received cash and cheques, and signing an invoice once a delivery has been completed;
- Refuel the truck at the end of the day so it is ready for deliveries first thing in the morning;
- Uphold truck cleanliness standards;

- At the end of the day ensure all paperwork, money and cheques are sealed in your delivery pouch and deposited in the safe;
- Adhere to all health and safety procedures;
- Consistently exhibit behaviour reflective of the Arnts The Landscape Supplier Inc. professional image.

## **QUALIFICATIONS / KEY SKILL REQUIREMENTS**

Commercial AZ license and a minimum of 5 years driving experience is required.

- Ability to provide excellent customer service;
- Ability to effectively communicate both orally and in writing;
- Math, problem solving and organizational skills;
- Be a fast learner and the ability to perform multiple tasks at once;
- Be cheerful and come to work every day with a positive attitude;
- Comfortable working in a fast paced environment;
- Skilled in map reading, knowledge of the geography of the GTA and Durham Region an asset;
- Strong team player yet still able to work independently with minimal supervision;
- Commitment to the Arnts The Landscape Supplier Inc. mission statement.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Job requires sitting while driving, shovelling truck boxes, some manual manipulation of bin and dump box equipment, light lifting and handling of merchandise and products, and may involve walking for brief periods of time.

While performing the duties of this job, the employee is regularly required to work in a truck and at times the outdoor environment. When working outdoors, the employee is subject to variations in temperature and weather, equipment noise and dust.

## **ADDITIONAL REQUIREMENTS**

Will be required to perform other duties and drive other types of vehicles as requested, directed or assigned.