



Job Title:	Delivery Driver
Department:	Shop/Production
Job Grade/Level	Entry Level
Position Supervisor:	Plant Manager
Reports to this Position:	N/A
Location:	Texas Timber Frames – Boerne, TX

### **Job Purpose/Summary:**

The Delivery Driver is concerned with customer satisfaction and transporting items in a safe, timely manner. The Delivery Driver will drop off items while adhering to assigned routes and time schedules. This position will ensure that the items are complete, packed correctly, and safely delivered to the correct client.

### **Principal/Main Responsibilities and Tasks:**

- Loading, transporting, and delivering items to clients, businesses, or construction sites in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- Assisting with loading and unloading items from vehicle.
- Providing excellent customer service, answering questions, and handling complaints from clients.
- Adhering to assigned routes and following time schedules.
- Abiding by all transportation laws and maintain a safe driving record.
- Preparing reports and other documents relating to deliveries.
- Operating equipment and machines, such as cars, trucks, forklifts, etc.
- Maintain safe operations by adhering to safety procedures & regulations
- Other duties as assigned

### **Minimal Knowledge, Skills and Abilities Required:**

- Holds a CDL licenses (minimum of 2 years' experience) with air brakes
- Clean motor-vehicle record and approved by insurance
- Ability to read technical drawings & a tape measure
- Time management skills
- Reliable, self-motivated, and prompt with attendance and deadlines
- Flexible schedule to work overtime when needed
- Maintain a professional manner under stress
- Strong analytical, communication, and computer skills



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- High school diploma or equivalent
- Must be able to lift up to 50 lbs.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_