



**Position:** Delivery Driver  
**Department:** Operations-Warehouse  
**Location:** Varied  
**Reports To:** Team Supervisor/Department Manager  
**Supervisory Responsibility:** None  
**FLSA Classification :** Non-Exempt  
**Last Update :** 7/2019

**Position Summary:**

This position represents Hillyard within the local marketplace as they operate a company branded vehicle and interact with our customers at their designated delivery locations. This role is subject to periodic and unscheduled regulatory testing, audits, and roadside inspections according to both company policies and DOT regulations.

**Essential Functions:**

- Load LTL and Small Parcel shipments in accordance with DOT regulations.
- Participate in load/route planning to optimize both delivery efficiencies and associated costs.
- Conduct vehicle Inspections prior to daily departure to ensure DOT compliance.
- Operate battery-powered industrial equipment.
- Operate a Commercial Delivery Vehicle including loading and unloading operation within dock and street level environments utilizing either a pallet jack or forklift.
- Utilize wheel chocks and follow all company and DOT regulated safety policies.
- Maintain required vehicle reports and mileage records, including participation in fleet maintenance program as required.
- Manage and schedule vehicle repair and maintenance including fuel, oil, tires, and engine.
- Read and respond to daily emails and/or other company communication channels.
- Serve as key customer contact and communicate customer changes to the sales team.
- Report and assist with investigation of POD inventory discrepancies and implement corrective action.
- Properly secure all cargo in a manner most conducive to the assigned delivery route.
- Comply with and/or participate in occasional work projects related to task improvement.
- Manage and track business expenses in compliance with company policy.
- Maintain established standards and procedures.
- Maintain general understanding of key performance indicators.

**Education & Experience:**

- High School Diploma or equivalent

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.



**Education & Experience Continued:**

- Two to four years of experience or training in the field

**Qualifications:**

- Forklift Certification or ability to attain.
- Class A CDL with HAZ MAT.
- Communication Skills
- Attention to Detail
- Excellent Driving Record
- Understanding of 5S Principles
- Advanced Knowledge of Local Delivery Routes
- Computer Literacy: Basic knowledge, ability to read and respond to emails

**Competencies:**

For each role within our company we have a defined set of competencies that we have determine will enhance the employee's ability to perform the role efficiently. We are looking for individuals laced with these competencies to perform this role.

**Company Competencies**

- Customer 1<sup>st</sup> Attitude
- Adaptability
- Concern for Safety
- Integrity & Ethics
- Pursuit of Excellence/Lifelong Learning
- Teamwork

**Role Competencies**

- Accountability
- Attention To Detail
- Communication
- Customer Focus
- Keeps Commitments/Meets Deadlines
- Operation and Control
- Positive Attitude
- Professionalism
- Regulatory Compliance
- Relationship Building
- Time Management

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**Equipment Used:**

Standard office equipment including phone, computer, fax, and printer/copier. Additional Equipment: Commercial Vehicle (Hillyard Delivery Truck), Forklift, Power Dolly, Pallet Jack, shrink-wrap machine, banding machine and Drum Dolly

**Working Environment:**

The work is primarily performed in an outdoor setting with frequent exposure to conditions such as heat/cold, wet/humid, and dry/arid conditions. Some exposure to factory or warehouse settings with exposure to dust, heat, cold, loud noises, fumes, and odors.

**Work/Schedule**

Day shift, Typically Monday-Friday.

**Travel:**

Extensive same day local travel – up to 75%

**Physical Demands:**

The Driver's physical job demands include maximum frequent lift of 25 lbs. from 84 inches to floor; maximum frequent lift of 50 lbs. from 48 inches to floor; maximum occasional carry of 50 lbs. for 100 ft+; maximum frequent horizontal push/pull force of 35 lbs. for 100 ft+; maximum frequent downward vertical push/pull force of 35 lbs. at 40 in height; maximum frequent climb of 24 inches; occasional climb stairs 8-10 in height; maximum frequent forward reach of 36 inches; maximum frequent lateral reach of 24 inches; frequent bend; occasional neck extension; frequent neck flexion; frequent neck rotation; occasional fine motor coordination; constant hand coordination; constant foot coordination; occasional balance; constant sitting; occasional standing; and occasional walking. PDC Level: HEAVY based on frequency of lifts required.

**Eligibility:**

- Must be legally authorized to work in the United States without restriction.
- Must be willing to submit to a background investigation, including criminal history and motor vehicle check.
- Must be willing and able to pass a post-offer drug screen and physical.



**EEO Statement**

EEO Employer W/M/Vet/Disabled