



Position Description

Delivery Driver

POSITION SUMMARY

The Lang Diesel Inc. Delivery Driver's primary function is to haul both company and customer equipment. This will include hauling equipment from store to store, from the factory to the store and from the customer's location to the shop and back again.

REPORTING RELATIONSHIPS

The position reports to the Store Manager.

REQUIREMENTS

Education:

The Deliver Driver must have a High School diploma or equivalent.

Experience:

Delivery drivers must have a minimum of two years driving experience. Experience hauling compact equipment and mowers preferred or appropriate similar experience may be considered.

Licensing/Certification:

Valid driver's license issued with clean driving record.

Skills/Knowledge:

A driver must have the necessary skills to operate a motor vehicle in a safe and defensive manner maintaining a high level of professionalism.

Physical:

The Delivery Driver must possess sufficient vision and hearing to be able to drive, according to regulations.

The Delivery Driver must have the ability to sit or stand for prolonged periods. This position also requires walking, stooping, kneeling, stretching, crouching, climbing, and lifting up to 50 lbs.

The Delivery Driver will work in various types of weather and be subject to the various conditions of roads throughout Kansas, Nebraska & Iowa and other adjacent states traveling outside of the company's facilities.



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Saturday and Sunday hours may be required.

Mental:

The Delivery Driver must be able to write English sufficiently well to communicate both orally and in writing with supervisor, vendors, customers, and employees. Must be able to read English well enough to read and review logs, documents, company procedures, and written reports.

The Delivery Driver must have a sufficient understanding of the products and services the company offers, the store's customer base and the quality and level of service they require.

The Delivery Driver must speak English well enough to take instructions from supervisor and communicate with fellow employees, vendors and customers.

TASKS AND DUTIES

1. Loading, transporting and delivering items to customers or businesses in a safe, timely manner.
2. Review orders before and after delivery to ensure that proper equipment is delivered to the correct customer and customer is satisfied with delivery.
3. Assisting with loading and unloading equipment from manufacturer transport
4. Accepting customer payment for delivered items.
5. Providing excellent customer service, answering questions, and handling concerns from customers. Reporting concerns to location manager.
6. Adhering to assigned routes and following time schedules.
7. Abiding by all transportation laws and maintaining a safe driving record.
8. Operating equipment and machines such as trucks, ag equipment, mowers and forklifts.
9. Obeys all company rules and regulations as stated in the handbook and other operating procedures.
10. Performs any other duties and tasks as may be assigned from time to time.



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DUTY & TASK LIST ACCEPTANCE AND ACKNOWLEDGEMENT

I have reviewed and understand the above job description and believe it to be accurate and complete. I also agree the Company retains the right to change this job description at any time. I will get a copy when the job changes. I will also get a copy of the Employee Policy Manual with other requirements and responsibilities.

Employee: _____

Date: _____

Manager: _____

Date: _____