



## POSITION DUTY DESCRIPTION: DELIVERY DRIVER

### **General Overview of the Position:**

A Delivery Driver's first responsibility is to follow the rules, guidelines and procedures as outlined in the Camelot Employee & Driver's Handbooks, including, but not limited to, safe and legal driving practices, following all practices and procedures as mandated by local, state and federal law and the timely, safe and professional execution and fulfillment of customer orders as detailed on this form.

### **Nature of the Work:**

Will involve loading and unloading vehicles and delivery and retrieval of equipment (in full or partial loads as per order). Will follow the schedule set by the Logistics Supervisor, Forman Supervisor or Warehouse Supervisor and will work with delivery assistant / crew members, warehouse staff and other co-workers to successfully fill customer orders. Must service customers in a polite, courteous and professional manner. May be required to assist customers with questions, register transactions and other order adjustments as needed. May also need to assist with equipment maintenance.

### **Working Conditions:**

May be exposed to the general range of weather experienced in this area, with the exception of time spent in a warehouse performing loading / unloading or equipment maintenance duties and drive time. Some areas may not be heated or air-conditioned. May have exposure to chemicals, including, but not limited to gasoline, diesel, propane and cleaning solvents. Some equipment involves the use of electricity. Stooping, crouching, bending, lifting, lowering, reaching, twisting, pulling, pushing, carting and carrying are intermittent tasks that routinely occur.

### **Education, Skills & Requirements of the Position:**

- Properly filled application for employment.
- Valid Drivers License.
- Department of Motor Vehicles (D.M.V.) Driver History Report.
- Valid Social Security Card.
- Must provide and maintain valid I-9 Form.
- Prior Employment Confirmation.
- Medical Examination Certificate including negative drug test.
- Must be able to lift approximately 70 lbs.
- Must have a full range of motion and dexterity.
- Must have steel-toed boots / shoes.
- Experience in delivery operations.
- Must be able to provide, understand, follow and complete instructions furnished in written, oral or scheduled form.
- Must be able to speak and communicate in English and write legibly. The ability to speak other languages is considered an asset.
- Must have the ability to perform basic mathematics (addition, subtraction, multiplication and division, ratios) and have a basic understanding of geometry and reasoning skills.
- Must be able to read or understand a map. Familiarity with local / regional roads is an asset.
- Must be able to use basic and common electronic equipment such as cell phones and computers. You will be trained to use any computer programs, inventory devices, etc., if they are necessary to complete your duties.
- Must be willing to be trained to safely use tools or machinery for the completion of job specific tasks.
- Must be able to maintain a cooperative relationship with co-workers, customers and vendors.
- Must maintain an appropriate personal appearance per the uniform and appearance code as described in the Camelot Employee Handbook.
- Must maintain an acceptable attendance record.

## **Position Tasks, Duties & Responsibilities:**

- Load and unload equipment on and off vehicles at warehouse and / or job-site.
- Assist in preparation or maintenance of equipment prior to 'pulling' or loading.
- Pull equipment from or return equipment to appropriate storage or inspection areas.
- Check vehicle load for safety and security.
- Deliver and pick-up equipment.
- Double check and review orders upon delivery and pick-up to / from a job-site.
- Maintain accurate delivery and pick-up records.
- Secure a customer signature on a contract if not signed or otherwise arranged.
- When delivering C.O.D. orders properly document receipt of cash or checks and turn in all payments to supervisor upon return.
- Inform supervisor of difficulties with deliveries or pick-ups.
- Notify supervisor if ahead or behind route / order schedule so arrangements may be made to meet route / order specifications.
- Notify supervisor of meal / break periods.
- Know specifics and applications of rental inventory so that you can answer questions about a product or direct them to someone who can.
- Orient and instruct customers on equipment use or operation.
- Be able to start or operate equipment if requested by a customer.
- Submit order forms to routing or other designated supervisor so that order counts can be verified for loading / delivery and / or pick-up / unloading.
- Inform customer and supervisor of missing or broken equipment and note that on appropriate order forms. Tag broken or damaged equipment for inspection / repair.
- Follow guidelines and rules while in operation of a Camelot vehicle such as:
  - Serve as positive representative of the company.
  - Carry a valid drivers license at all times.
  - Observe and obey all driving laws.
  - Keep vehicles clean.
  - Fuel the vehicle you are operating as necessary.
  - Return vehicle keys to appropriate storage area.
  - Complete all required safety inspections per your use of each vehicle and return to supervisor.
  - Inform appropriate supervisor of any mechanical defects or necessary repairs immediately.
  - Inform appropriate supervisor of any accidents or citations immediately.
- Help with customer pick-ups and returns at the warehouse as needed.
- Attend all required department, company, safety or other arranged or necessary meetings.
- Maintain and comply with all company rules, policies, procedures and guidelines.
- Comply with all company and / or government safety requirements and other laws and regulations.
- Perform other duties as requested.

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This form nor any other work rule, policy or procedure, written or oral, constitutes a contract of employment. No statement, rule, policy or procedure on this form or otherwise is intended to be an expressed or implied promise, guarantee or commitment with regard to the duration or term of employment, wages, benefits or any other term or condition of employment. Employment at Camelot is at-will and may be terminated, with or without cause and / or notice at anytime. No Manager, Supervisor or employee other than the President or General Manager has the authority to enter into any agreement for employment for a specified period of time or to make any agreement for employment other than at-will. Camelot reserves the right, in its sole judgement to add, delete, supplement, change or modify anything on this form or any other handbook, work rule, policy or procedure at anytime without notice.