



Job Description

Job Title: Delivery Driver

Purpose: To work every day in a way that actively supports and accomplishes the goals of the company.

Reports To: Dispatch Supervisor, Operations Manager

Objective:

To safely and accurately deliver hard goods and/or gases in a timely manner while providing excellent customer service.

Critical Customer Requirements (Safety, Quality, Delivery, Cost):

Safety, order integrity, order accuracy, professional, thorough; arriving when wanted, where wanted, how wanted, and awareness of price/cost efficiency.

Who We Serve:

External Customers: AllTex End-User customer, vendors

Internal Customers: AllTex coworkers, outside salesmen

Critical Success Factors (core requirements of the job):

- ✓ Accuracy – Consistently pre-checks and delivers the correct product. Accurately exchanges cylinders. Accurately fills out paperwork, tickets, and manifests.
 - ✓ Customer Service – Consistently projects professional impact. Anticipates and communicates responsively to ensure excellent customer service.
 - ✓ On-Time Delivery – Consistently delivers product on-time, without compromising safety or compliance. Works with a sense of urgency but also safely.
 - ✓ Communication – Consistently communicates route progress. Anticipates and is responsive to the customer's needs, communicating them to dispatch when required.
 - ✓ Follows Instructions – Consistently pre-checks load before departure and post-checks load at time of delivery ensuring special instructions have been followed. Confirms items delivered with the customer.
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- ✓ Safety & Compliance – Zero Safety violations. Consistently follows procedures, uses good judgment, and reports unsafe acts or conditions.
 - ✓ Process Improvement – Actively engaged in and supports AllTex's Organizational Excellence Program and the continuous improvement of work processes. Faithfully follows Standard Operating Procedures as changes and improvements are made.
 - ✓ Teamwork – Works in the spirit of teamwork and cooperation. Offers ideas in a manner that is positive and that considers others.

General Employee Expectations (Competency and Behavioral Dimensions):

- Safety - Perform all duties in a safe manner. Recognize, correct and/or report unsafe conditions.
- Attendance - Maintain punctuality and meet or exceed the attendance standards as set by the company policy.
- Conduct – Exhibit professionalism at all time. Exhibit respect for all people. Exhibit respect for the workplace.
- Productivity - Meet or exceed the standards of each assigned duty.
- Teamwork – Accomplish all assignments in cooperation with fellow employees with a problem-solving, team-oriented attitude.
- Quality – Sustain a high level of quality in all tasks, services, and job functions.
- Process Improvement – Recognize that each task can be improved upon for the betterment of the employee and/or company and work toward that improvement.
- Training – Take full advantage of available training to ensure success in your job. When possible, assist in the training of fellow employees in order to ensure their success.
- Facilities – Utilize company equipment and facilities respectfully. Additionally, all employees are expected to keep the workplace clean and organized.

Responsibilities:

- Perform all duties in safe manner that also complies with DOT regulations. Observe all applicable local and federal laws and regulations.
- Perform a thorough pre-trip / post-trip inspection ensuring the truck is in proper working order.
- Ensure load accuracy and integrity.
- Practice good cylinder handling and load securement at-all-times.
- Keep manifest and tickets updated and in good order. Keeping them clean, getting signatures, updating cylinder balances and changes in load.
- Maintain a professional, customer driven attitude at-all-times, communicating with your supervisor when needed.

Specific Requirements (Education, Experience, Skills, Training - Certification):

- High school diploma or general education degree (GED) required (equivalent experience may be substituted)
- Must possess a history of safe driving exhibited by annual MVR reports
- Must pass the annual Physical Exam required by the DOT
- Must be insurable at all times
- Must be capable of calculating load changes and entering information on manifests
- Must be capable of working in diverse and often unpleasant weather and work conditions
- Must be able to clearly communicate and interact with customers and coworkers

Intangibles & Attributes:

- Stable work history
- Reliable, productive and with good attendance
- Possess good organizational skills with a superior attention to detail
- Ability to multi-task, while prioritizing effectively in order to meet all commitments

- Demonstrate ownership in areas of responsibility, going the extra mile
- Work at a steady, productive pace, with urgency as required, but safely at all times
- Self-directed, needing minimal supervision

Physical Requirements

- While performing the essential duties of this job, the employee is regularly required to stand and walk on concrete for extended periods of time. The employee may also bend, kneel and use hands and arms. The employee must regularly lift weights of 70 lbs. and push weights up to 4000 lbs. (12 packs and pallets of wire) with the aid of material handling equipment. The employee also works near moving mechanical parts. The employee is regularly exposed to outside weather conditions.

Required PPE

- Safety glasses or visors when required
- Steel toed boots (or approved composite material)
- Gloves when required
- Hard hat when required
- Fire Retardant Clothing when required

Employee Acknowledgement

I have read and understand the job description requirements. I acknowledge that I can perform the essential job functions and minimum job requirements with or without accommodation. I understand that my employment is “at will” and that my performance will be measured primarily by the job description. I further acknowledge that I will report any unsafe acts or conditions and will work safely at all times.

Employee Name (print)

Signature

Date