



JOB DESCRIPTION

POSITION:	Warehouse Clerk - Driver
DEPARTMENT:	Logistics
REPORTS TO:	NE Shop Manager
STATUS:	Non-Exempt
JOB CLASSIFICATION:	Logistics
PAY RANGE:	\$22.00-\$25.00 per hour

GENERAL SUMMARY:

Under general supervision, assist the Logistics Supervisor in processing orders for shipment and receiving incoming materials from various sources. Accurately fill out paperwork as required. Drive company vehicle to deliver and pick up local materials as required.

ESSENTIAL FUNCTIONS:

1. Pull and package various components and material for shipment as directed.
2. Build crates and pallets for shipments as directed.
3. Move materials between departments as directed.
4. Keep accurate records and fill out forms and other documents as required.
5. Follow Corporate Policy as described in the Employee Handbook.
6. Follow all safety rules as described in the Shop Safety Rules.
7. Clean driving and DMV record.
8. Experience in driving 16' box trucks for local delivery
9. Performs additional duties as required by management.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to perform each essential duty satisfactorily.
- Good written and oral communication and presentation skills.
- Experience with pneumatic staple and nail guns.
- Available to work 8:00am to 4:30pm Monday thru Friday. Voluntary overtime may be assigned as needed.

CULTURAL COMPETENCIES:

- Champion culture and objectives of the organization
- Demonstrates value and respect for all employees
- High energy and enthusiasm
- Performs effectively as a team player

EDUCATION AND EXPERIENCE:

3-5 year in construction management. Knowledge of Microsoft Windows, Office, and AutoCAD.

DOB 4-hour Scaffold
OSHA 30
SST Card
Fall Arrest Competent Person Training
Site Safety Manager
Scaffold Competent Person Training
Lift MEDP ANSI 92

PHYSICAL REQUIREMENTS:

0-24% 25-49% 50-74% 75-100%

VISION: Must be able to read reports and paperwork. Must be able to see small details easily.				X
HEARING: Must be able to hear well enough to communicate with co-workers and contractors.				X
STANDING/WALKING/MOBILITY: Mobility between departments and to attend meetings.				X
CLIMBING/STOOPING/KNEELING: Moving materials within department				X
LIFTING/PULLING/PUSHING: Moving materials between departments.				X
FINGERING/GRASPING/FEELING: Fine manipulation of small parts.			X	

MENTAL DIMENSIONS:

Must have the ability to read, interpret documents, understand written and verbal instructions.