

**JOB TITLE:** Semi Truck Driver Delivery & Install

**EMPLOYER:** Conner Athletic Products, Inc. dba Power Lift

**DEPARTMENT:** Shipping

**REPORTS TO:** Trevor Winters

**SUMMARY:** Delivering product to customers in a safe, courteous and timely manner. Load, unload, and delivers supplies and material to customers in an accurate and timely manner; efficiently and safely.

**DUTIES AND RESPONSIBILITIES:**

- Loads and unloads deliveries.
- Observes all traffic laws and posted speed limits.
- Delivers goods to clients.
- Interacts with the customer in a professional manner.
- Returns all required documentation to appropriate company official.
- Observes no smoking in delivery vehicle.
- Maintains a neat, clean personal appearance.
- Unloads vehicle after completing delivery runs.
- Must get all pertinent information if involved in an accident and inform appropriate company official.
- Performs simple vehicle maintenance; cleaning interior of vehicle, checking lights, checking tires, filling fluids, scheduling routine maintenance to keep vehicle running properly.
- Relays all customer concerns to management.
- Continually improve utilizing 5-S principles on an independent & collaborative basis.
- Performs other related duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS:**

- CDL Class A required.
- One to two years related experience or equivalent.
- Forklift certified.
- Ability to communicate effectively and build strong relationships with customers, peers and management.
- Read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals.
- Ability to work assortment of days, evenings, and weekends as needed.
- Ability to work with minimal supervision.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills.
- Excellent written and oral communication skills.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

**COMPETENCIES:**

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand, walk, sit, utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Frequently work near moving mechanical parts
- Occasionally exposure to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually \_quiet; moderate; loud
- The employee must frequently lift and/or move up to 75 pounds
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
- Specialized equipment, machines, or vehicles used: Being able to drive a semi and operate a forklift, and operate power tools.

---

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.