



## JOB DESCRIPTION

**Job Title:** Driver  
**Facility:** Brooklyn Park  
**Department:** Distribution  
**Reports to:** Distribution Manager

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### SUMMARY

Under the direction of the Shipping Coordinator, Drivers will prepare material for deliveries, safely operate their delivery vehicle according to D.O.T. regulations and execute their deliveries to ENPOINTE customers with exemplary customer service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Prepare finished materials for loading onto delivery trucks, by palletizing, pallet wrapping, pallet banding, etc.
- Prepare delivery documents as required.
- Accurately load delivery trucks in appropriate stop sequence.
- Follow routing instructions as provided by Shipping Lead, or designated Shipping Lead backup.
- Perform required daily Pre-Trip Inspection of their delivery vehicle.
- Safely operate their vehicle in a courteous manner and in compliance with all traffic laws.
- Execute delivery routes in the most efficient manner to minimize use of labor hours and fuel consumption.
- Communicate regularly by cell phone with the Shipping Lead(s) for additional dispatch instructions.
- Keep delivery vehicle in a clean and presentable manner at all times.
- Perform inside housekeeping and other duties as requested by Shipping Coordinator.
- Understand your role in the companies Quality Management System regarding ISO.

### QUALIFICATIONS

- High school diploma or equivalent.
- Working knowledge of Microsoft Office software.
- Excellent keyboarding and 10-key skills.
- Excellent math and reading skills.
- Knowledgeable in Inventory Control principles.
- Ability to interact with customers in a professional manner.
- Valid Driver's License.
- Valid Medical Card.
- Clean Driving Record.

### PHYSICAL REQUIREMENTS

- Constant sitting and operating a motor vehicle.
- Frequent lifting 20lbs, pulling, pushing, and operating mechanical equipment.
- Occasional lifting 50+lbs, pulling, reaching, bending, walking, standing, kneeling, stooping, climbing stairs, climbing ladders, and working on a computer.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*