

## JOB DESCRIPTION

**Job Title: AZ Truck & Trailer Flatbed With Moffett**

**Reports to:** Dispatch Manager

### POSITION SUMMARY

The primary responsibility of the AZ Truck & Trailer Flatbed with Moffett Driver is to ensure safe, accurate, timely and efficient delivery of materials to homeowners and job sites. Proper delivery of materials is critical to the success and completion of the sale.

### RESPONSIBILITIES

- Ensure truck is properly inspected and in full working order at the start of each day;
- Notify the dispatch department immediately when a problem with the truck arises;
- Ensure radio/phone is on, charged, and in proper working order to maintain communication with the dispatch department at all times;
- Ensure all materials loaded onto the truck are strapped and secured correctly to the highest standards of safety;
- Ensure the truck is fully stabilized at all times when operating the moffett;
- Ensure delivery instructions are executed as closely as possible where permitted;
- Maintain professionalism and courtesy at all times while driving;
- Always strive to achieve customer satisfaction and outstanding service in the placement of product while maintaining the highest standards of safety;
- Ensure all paperwork is properly filled out; including: customer signature on invoices and signing an invoice once a delivery has been completed;
- Refuel the truck at the end of the day so it is ready for deliveries first thing in the morning;
- Uphold truck cleanliness standards;

- Adhere to all health and safety procedures;
- Consistently exhibit behaviour reflective of the Arnts The Landscape Supplier Inc. Professional image.

#### **QUALIFICATIONS / KEY SKILL REQUIREMENTS**

- Commercial AZ license with a clean CVOR and Driver's Abstract;
- Minimum 5 years driving experience;
- Forklift and/or moffett experience
- Experience working in the landscaping and construction industry is considered an asset.
- Ability to provide excellent customer service;
- Ability to effectively communicate both orally and in writing;
- Be cheerful and come to work every day with a positive attitude;
- Process a high level of attention to detail;
- Be a fast learner; ability to perform multiple tasks at once;
- Comfortable working in a physically demanding and fast paced environment;
- Skilled in map reading, knowledge of the geography of the GTA and Durham Region an asset:
- Strong team player yet still able to work independently with minimal supervision;
- Commitment to the Arnts The Landscape Supplier Inc. Mission statement.

#### **SUPERVISOR RESPONSIBILITIES**

None.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Physically Demanding job. Requires sitting while driving, shifting of a manual transmission, actively working on and around the vehicle, overhead throwing of straps, use of winch bar for securing loads and/or moving on vehicle/product, light lifting and handling of merchandise and products, and may involve walking for brief periods of time.

While performing the duties of this job, the employee is regularly required to work in a truck and at times the outdoor environment. When working outdoors, the employee is subject to variations in temperature and weather, equipment noise and dust.

<b>ADDITIONAL REQUIREMENTS</b>
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Will be required to perform other duties and drive other types of vehicles as requested, directed, or assigned.