Job Description

Job Title: Shop Worker/Driver
Department: Warehouse
Reports To: Shop Foreman
FLSA Status: Non Exempt

Prepared By: Thomas Beasley
Approved By: Brian Ward
Date: October 7, 2011

Basic Function

Responsible for inspecting completed products and performing equipment maintenance.

Transport rental/sales orders in designated vehicles in a timely and safe manner.

Responsibilities

1. Prepare each job in accordance with a job order or verbal/written instructions.
2. Perform inspection of completed product in accordance with company quality standards.
3. Move finished products between stations and shipping area as needed.
4. Prepare finished products for shipment in accordance with company procedures.
5. Report problems or discrepancies to management.
6. Operate shop equipment and machinery in accordance with safety requirements.
7. Notify management of equipment malfunctions, injuries or related occurrences.
8. Transport rental/sales orders in designated vehicles in a timely manner.
9. Submit delivery ticket and return tickets to the National Rental Center.
10. Read and load customer orders for delivery by reviewing delivery ticket to confirm that all products are assigned for.
11. Load and unload delivery vehicles to include lifting and arranging products according to assigned deliveries.
12. Examine customer returns and determine acceptability in accordance with company policy.
13. Operate company vehicles in a safe and courteous manner.
14. Ensure proper maintenance of delivery vehicle to include checking oil and fuel, keeping vehicle neat and clean and reporting all accidents/damage/malfunctions to Manager.
15. Communicate with National Rental Center status as necessary.
16. Report all customer complaints to Manager immediately.
17. Perform errands as requested.
18. Perform other related duties as assigned.
Skills
Oral Communication Skills
Written Communication Skills
Basic Math Skills
Organization
Reading Skills
Time Management

Education/Training
Degree: High School Diploma or Equivalent

Experience
Prior warehouse/manufacturing or related work experience helpful.

Certifications/Licenses
Valid Driver’s License - must meet insurance underwriting requirements
DOT certification required and must be maintained.

* I agree that the above information is my current job description. Please complete the information above and give back to your Manager.