



JOB DESCRIPTION FORM

POSITION INFORMATION	
TITLE: Truck Driver	DATE: DEC. 2009
DEPARTMENT, SELECT FROM: <input type="checkbox"/> Inside Sales <input type="checkbox"/> Outside Sales <input type="checkbox"/> Inside Support <input type="checkbox"/> Service <input checked="" type="checkbox"/> Truck Routes/Fleet <input type="checkbox"/> Management	
EMPLOYEE NAME:	REPORTS TO: CHRIS OKELL, DISPATCH MANAGER

JOB TASKS

- Responsible for the safe and timely delivery of products to customers on a scheduled route.
- Serves customers by selling products, meeting customer needs and resolving customer problems.
- Loads and drives delivery truck with compressed gas cylinders, liquid cylinders, propane and hard goods to customers on a scheduled route.
- Completes and submits daily paperwork and documentation accurately.
- Communicates with management regarding changes in customer needs or comments.
- Assists with loading and unloading trucks.
- Pulls cylinders and verifies lot numbers as required.
- Assists staff, including shipping, receiving, and the customer service counter.
- Shows commitment to safety and consistently follows company policies and expectations.
- Conducts daily truck safety and maintenance checks.
- Keeps the truck clean to ensure its appearance is neat and professional.
- Fills propane and consistently follows safety procedures and regulations.
- Drives truck for plant (Praxair).
- Takes trucks in for repairs and picks up.
- Covers shipping department and drivers when away or on holidays.
- Orders cylinders for Welders' inventory from Praxair.
- Put bar codes and WSL stickers on cylinders, and then put into handheld.

Team and individual behavioural expectations:

- Participates actively.
- Manages time effectively, meets personal goals, and works effectively with staff.
- Stays informed about products and services.
- Follows company policies and procedures.
- Presents a professional image at all times to customers.
- Takes the initiative to develop skills by reading and learning.
- Provides suggestions, ideas, and recommendations to increase efficiencies, cut costs and grow sales.
- Takes the initiative to help other team members.
- Asks questions and consistently challenges self to grow and succeed.

TOOLS/EQUIPMENT USED

- Delivery vehicles
- Forklift
- Pallet jack
- Standard office equipment

COMPETENCIES

- Accuracy/Attention to detail
- Listening
- Priority Setting/Time management
- Problem solving
- Reliable
- Team player

SIGNATURES

I have read and understood this description of the duties assigned to my position.

EMPLOYEE SIGNATURE (If Applicable)	DATE

I certify that this is an accurate description of the responsibilities required for the position and that it forms the basis for the performance appraisal of the incumbent. The incumbent has received a copy of this position description.

SUPERVISOR SIGNATURE	DATE