

JOB TITLE: Driver
REPORTS TO: Dispatch Manager
DEPARTMENT: Operations
FLSA STATUS: Non-Exempt
TYPE: Full-time Hourly

COMPANY OVERVIEW

RAM TOOL distributes specialty construction materials to commercial construction companies. Everyone in our organization is in “sales,” because a sale is more than a transaction: it is an interaction, one that leads to a prompt solution.

JOB DESCRIPTION

Objective

Drivers are responsible for the safe, accurate, and timely delivery of specialty construction materials to RAM TOOL customers at their construction job sites. Drivers assist Dispatch and Warehouse staff and/or other members of the Operations Team in the loading, staging, and checking of inventory at the warehouse located at his/her local RAM TOOL branch. Drivers also work with the Dispatch Manager, Operations Manager, Warehouse Manager, and other members of the Operations Team regarding various customer needs.

Summary

- Deliver heroic service to all customers
- Comply with all federal, state, and local laws and regulations associated with driving a motor vehicle and transporting commercial goods
- Safely deliver material to customers in a timely manner
- Willingness to maintain high level of involvement in the day-to-day workflow at RAM TOOL
- Communicate consistently with the Dispatch Manager, Operations Manager, Warehouse Manager, and/or other members of the Operations Team regarding various customer needs
- No supervisory responsibilities
- Other duties as assigned

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions of this position:

Essential Functions (cont'd)

- Physically drive a ¾ ton pick-up and/or a small flat-bed RAM TOOL truck to the construction job sites of 15-20 customers per day, averaging approximately 150 miles per day
- Complete truck inspections in the morning and the afternoon to ensure truck is in proper running condition (including, but not limited to, adequate fuel levels)
- Assist in unloading/loading of ordered construction materials
- Check all materials for accuracy to ensure that the correct type and quantity of items are delivered to the appropriate customers
- Ensure materials are properly secured prior to leaving warehouse in accordance with cargo securement training procedure
- Navigate through all facets of each customer's job site, including, but not limited to, walking through rough terrain, climbing ladders and construction stairwells, and walking around on various floors of unfinished buildings
- Endure outside conditions that include inclement weather, heat and humidity, and exposure to dust and loud noise
- Ensure all Proof of Deliveries ("POD's") are properly filled out with pertinent information
- Ensure all POD's are given to the Invoicing Clerk daily
- Communicate consistently with Dispatch Manager, Operations Manager, Warehouse Manager, and/or other members of the Operations Team regarding various customer needs
- Ensure vehicle is properly maintained and presentable (including, but not limited to, cleaning at least once per week)
- Assist Dispatch Manager and/or other members of the branch management team in any duty that is deemed appropriate by the management team, including, but not limited to, basic warehouse duties

Physical Demands

An employee must meet the following physical demands in order to effectively execute the essential functions of this job:

- Must be able to communicate verbally
- Must be able to stand, walk, sit, climb, balance, stoop, kneel, crouch, and crawl
- Must be able to use hands to finger, handle, and feel
- Must be able to use arms to reach, lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object
- Lift up to 50 lbs. and engage in assisted safe lifting of larger items
- Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination
- Must be able to quickly move arms and legs
- Must be able to work around moving mechanical parts with exposure to hot and cold conditions, dust, dirt, fumes, odors, airborne particles, vibration, and loud noise
- Vision abilities required to maintain driver's license
- Excellent stamina is required

Physical Demands (cont'd)

- A majority of your day will be inside a vehicle traveling to various jobsites and customers. While not on the road, you will be in a warehouse environment.
- Time in the warehouse is in an environment with exposure to hot and cold conditions, dust, dirt, fumes and odors.

Cognitive Requirements

- Must be able to operate and maintain a calm composure in a high paced, high stress, dynamic environment
- Must be able to handle conflict in a calm and productive manner
- Must be able to communicate in a manner that resolves conflict productively
- Must have excellent problem solving skills as well as high sense of ownership and initiative
- Must have an adept sense of spatial awareness
- Must be a hard worker and able to persevere in a harsh environment
- Must be very safety conscious
- Must be aware of one's own body temperature to maintain adequate hydration levels
- Must be able to make decisions to operate his or her job duties in a safe manner

Requirements/Qualifications

- 1-5 years of experience in delivery within a similar business model
- Must be 21 years or older, and have had a driver's license at least 5 years
- Active DOT Medical Card
- Ability to drive all Non CDL vehicles (including, but not limited to trucks, flatbeds, trailers, etc.), or willing to learn
- Ability to become forklift certified
- Must pass drug screen and background check

Work Environment

- The work environment is a fast-paced, dynamic environment.
- RAM TOOL's regular hours of operation are 7:00 a.m. to 5:00 p.m. Monday through Friday. Particular work schedule for this position is determined by the supervisor.
- Possible weekend work necessary.
- This position requires no overnight travel.

Success Characteristics

- Heroic Service
- Integrity
- Sense of Urgency
- Maximizing Talent

Success Characteristics (cont'd)

- Win Through Relationships
- Strong Work Ethic
- Positive, Upbeat, and 'Can Do' Attitude
- Excellent Communication Skills
- Dynamic Problem Solver
- Leader Amongst Peers
- Assertiveness (without being overly aggressive)
- Team Player
- Servant Leadership
- Skilled Multitasking Abilities
- Value Direction from Management
- Willingness to Learn

Note: This job description is intended to provide a summary of the required responsibilities of the employee for this position. It is not intended to include a comprehensive listing of *all* of the activities and responsibilities of the position. RAM TOOL may change this job description at any time, with or without notice. This job description does not constitute a contract of any kind.

EEO Statement

RAM TOOL provides equal employment opportunity for everyone regardless of race, color, national origin, religious persuasion, creed, sex, age, pregnancy, marital or parental status, sexual orientation, gender identity or expression, genetic information, citizenship, political affiliation, veteran or military status, disability, or any other characteristic protected by law. RAM TOOL complies with all federal, state, and local laws governing nondiscrimination in employment in every location in which it has branches.