



Driver/Warehouse Associate

Sprinkler World of Arizona

JOB TITLE: Driver/Warehouse Associate
DEPARTMENT: Operations
SUPERVISOR: Branch Manager
JOBS SUPERVISED: NA
FLSA: Non-Exempt

GENERAL JOB DESCRIPTION

This position involves making deliveries and providing support to the Branch Manager, Warehouse Associates and Sales associates, ensuring their focus is dedicated to helping customers.

MAJOR DUTIES AND RESPONSIBILITIES

- Be a team player and help where needed or asked by your supervisor
- Drive company vehicles, as needed and requested to make customer deliveries and pick up material from suppliers with excellent safety precautions and care for company equipment
- Responsible for maintaining cleanliness of and supplies in vehicles, and reporting all issues and damage
- Ensure yard/warehouse is well organized and maintained
- Load and unload deliveries and receipts
- Maintain good condition of and operate equipment, delivery trucks, and forklift
- Pull orders and transfers from yard/warehouse without computer transactions
- Assist customers with loading and unloading their truck
- Physically stock yard/warehouse material after receiving process is completed
- Maintain yard/warehouse area cleanliness including removal of discarded packaging materials
- Empty waste baskets at the end of each shift and other housekeeping tasks as assigned and needed
- Janitorial duties and recycling as assigned and needed
- Other duties as assigned and needed

ORGANIZATIONAL RELATIONSHIPS:

Has frequent contact with branch associates, outside salespeople, corporate staff, and managers. Communicates frequently with a wide variety of customers.

EXPERIENCE/TRAINING/EDUCATION:

Required: High school graduation or equivalent.

KNOWLEDGE/SKILLS/ABILITIES:

Ability to respect individual differences and be comfortable with all cultures; knowledge of office practices, basic business correspondence techniques; principles of customer service; ability to learn to use computer applications, including Microsoft Office email. Ability to accept constructive criticism; Ability to understand and follow written and verbal instructions; add, subtract, multiply and divide; Ability to complete tasks independently. Ability to listen and communicate clearly and effectively and to create a comfortable environment with customers, management, and other employees. Strong sense of urgency to customer and branch needs.

PHYSICAL AND ENVIRONMENTAL ELEMENTS:

This is a warehouse classification, but also requires time spent outside the warehouse in the yard. This position is exposed to moderate noise levels, un-controlled temperature conditions and no direct exposure to hazardous physical substances. May work offsite at various locations in various environments. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Must be able to speak clearly. The position often bends, stoops, reaches, pushes and pulls, lifts and carries materials that may weigh up to 50 pounds. Must team lift for materials over 50 pounds. Frequently operates a vehicle and forklift and is exposed to traffic conditions that include loud noises, fumes, traffic congestion. May be exposed to extreme heat, as well as rain.

SPECIAL REQUIREMENTS/CERTIFICATION:

Valid Arizona Driver License and driver record that allows for insurability.
Forklift training required to operator forklift