

# JOB DESCRIPTION

**POSITION:** Boom Driver

**DATE:** 2022

**REPORTS TO:** Driver Supervisor

**OVERVIEW:** Responsible for daily delivery of material to customers and or branch locations as required.

## **Main Functions include:**

- Executes the delivery to the customers according to the delivery route order as determined by the Supervisor and or Router / Shipper.
- Assists in the loading and unloading of trucks.
- Responsible for ensuring product in truck is loaded in a safe manner, load security prior to vehicle movement; the inspections and the maintenance of the truck, performing circle check of truck on a daily basis and notify supervisor of any problem.
- Executes customer and or supplier pick ups for return merchandise according to established procedures ensuring proper documents are used and obtaining signatures where necessary.
- Complete all the necessary delivery documents according to the established procedures set out by Next Supply, controls data for certain reports and remits them to his/her immediate supervisor (delivery run sheets etc.)
- Must follow safe driving practices and follow all Ministry of Transportation regulations. Perform and Maintain an Hours of Service log book as required by Provincial Legislation
- Responsible for carrying proper documentation in truck at all times as required by Provincial Legislation
- Maintains security of product and vehicle at all times
- On occasion, puts away stock, assists with warehouse duties, cleaning inside and outside of building.
- Occasionally drives the forklift or tow motor.
- Liaise with shipping supervisor any information to improve delivery process
- Executes all other duties required by the position and/or requested by the immediate supervisor.
- Any other duties as required

## **Requirements:**

- Three (3) year experience as a Truck Driver (min. DZ designation) **WITH BOOM CERTIFICATION** in a customer service related industry with loading and unloading experience
- Clean abstract a must
- Professional, clean appearance
- Solid communication skills
- Ability to drive extensive highway miles and knowledge of GTA
- Familiarity with use of GPS and mobile devices
- Knowledge of plumbing and hydronic products an asset

## **Notes:**

Current schedule is Monday to Friday from 4:30am to approximately 1 pm. Longer hours may be required and will be monitored to ensure adherence to Hours of Service Legislation. **Hours are subject to change to meet the company requirements.**