



## **JOB DESCRIPTION**

---

<b>POSITION:</b>	Order Picker - Driver
<b>DEPARTMENT:</b>	Logistics
<b>REPORTS TO:</b>	Logistics Manager
<b>STATUS:</b>	Non-exempt
<b>JOB CLASSIFICATION:</b>	Packager-Order Picker
<b>PAY STARTS AT:</b>	\$17.00/hour

---

### **GENERAL SUMMARY:**

Drive company vehicles to deliver and pick up local materials as required. Under general supervision, assist the Logistics Supervisor in processing orders for shipment and receiving incoming materials from various sources. Accurately fill out paperwork as required.

### **ESSENTIAL FUNCTIONS:**

1. Experience in driving 16' box trucks for local delivery
2. Pull and package various components and material for shipment as directed.
3. Build crates and pallets for shipments as directed.
4. Move materials between departments as directed.
5. Keep accurate records and fill out forms and other documents as required.
6. Follow Corporate Policy as described in the Employee Handbook.
7. Follow all safety rules as described in the Shop Safety Rules.
8. Performs additional duties as required by management.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Must be able to perform each essential duty satisfactorily.
- Good written and oral communication and presentation skills.
- Experience with pneumatic staple and nail guns.
- Available to work 8:00am to 4:30pm Monday thru Friday. Voluntary overtime may be assigned as needed.
- **Clean driving and DMV record.**

### **CULTURAL COMPETENCIES:**

- Champion culture and objectives of the organization.
- Demonstrates value and respect for all employees.
- High energy and enthusiasm.
- Performs effectively as a team player.

**EDUCATION AND EXPERIENCE:**

---

**PHYSICAL REQUIREMENTS:**                      **0-24%**          **25-49%**          **50-74%**          **75-100%**

---

SEEING: Must be able to read reports and shipping documents.				X
HEARING: Must be able to hear well enough to communicate with co-workers and contractors.				X
STANDING/WALKING/MOBILITY: Mobility between departments and to attend meetings.				X
CLIMBING/STOOPING/KNEELING: Moving materials within department				X
LIFTING/PULLING/PUSHING: Moving materials between departments.				X
FINGERING/GRASPING/FEELING: Fine manipulation of small parts.			X	

**MENTAL DIMENSIONS:**

Must have the ability to read, interpret documents, understand written and verbal instructions.

**PHYSICAL DIMENSIONS:**

Heavy Work: Exerting up to 75 pounds of force often.