 **Driver**

An Emco Driver is expected to:

* Represent the Profit Center in a professional manner
* Uphold our Core Values and Ethics with every interaction
* Be an effective Teammate in the Profit Centre
* Be courteous and friendly; building long lasting loyal customer and vendor relationships
* Know how to safely operate a delivery truck and material handling equipment
* Act in a safe manner, following all safety guidelines at the Profit Centre and at all customer locations including job sites

**Job Summary**

The Driver loads trucks, makes deliveries and pickups at customer and vendor locations. They must work safely following all laws and rules at all times. Drivers are friendly, observant and are able to determine customer needs and communicate that information back to the Profit Centre Manager or Warehouse Supervisor.

**Job Duties**

1. Drive Emco truck, operating safely and in compliance with company policy, applicable traffic laws and provincial Ministry of Transportation legislation. Destinations include job sites, customer facilities, vendor facilities, other Emco locations, other wholesaler facilities and any other location as directed by management.
2. Pick customer orders and load the truck at the Profit Centre with material to be delivered curb side to customers or vendors. Secure the load properly following all legislation, ensuring nothing with shift, get damaged or fall from the truck. Ensure the necessary equipment to safely load the truck is available.
3. Complete pre-trip inspections and inform management of any mechanical problems with the truck. At the end of the workday complete your driver’s log.
4. Understand the shipping documents, including WHMIS that are associated with the material for each delivery.
5. Unload the correct material at each location and place it where the receiving party wants it. Obtain signature from receiving party.
6. Work with customers at delivery site to resolve shipping discrepancies quickly and accurately.
7. Load the truck at other locations with material. This includes material picked up at vendors and returns by customers.
8. Provide sales leads by noting prospective customers discovered in the course of making deliveries.
9. Understand and follow all safety regulations at all customer locations as well as at the Profit Centre.
10. Uphold Emco Core Values at all times.
11. Support all Profit Centre activities as part of the Profit Centre team.
12. Perform any other reasonable duties as requested by immediate supervisor or Profit Centre Manager

**Knowledge, Skills and Abilities**

* Know the laws and regulations governing driving motor vehicles in general and commercial vehicles subject to Provincial Ministry of Transportation regulations.
* Understanding of the Transportation of Dangerous Goods act.
* Able to safely operate a delivery vehicle
* Excellent relationship building skills with customers, vendors and teammates
* Able to remain calm and function effectively in stressful, unexpected or emergency situations
* Able to learn and operate material handling equipment
* Willing to invest a minimum of 40 hours in training annually
* Intermediate math skills – add, subtract, multiply, divide, using whole numbers, fractions and decimals
* Read, write, speak and understand either English or French

**Education and Experience**

* University/College degree is an asset
* A valid driver’s license for the vehicle being driven; valid G and DZ certification.
* A driver’s abstract that demonstrates good driving skills in compliance with company policy
* Experience driving a truck and making deliveries preferred

**Physical Demands**

Lifting Frequently, up to 100 lbs

Carrying Frequently, up to 80 lbs

Pushing/Pulling Frequently, up to 200 lbs

The following movements and senses are required in the job:

Hand and finger dexterity, kneeling, crouching, standing, reaching, talking, hearing, vision and depth perception.

**Environmental Conditions**

The teammate is exposed to the following conditions in the job:

Warehouses with limited climate control, potentially hazardous equipment (forklifts, ladders, metal strapping, hand tools, reach trucks). The Profit Centre may stock, sell and use hazardous material such as PVC cement, propane gas, solvents, etc. You may be required to handle these materials.