

## JOB DESCRIPTION

**Job Title:** AZ Live Bottom Driver

**Reports to:** Dispatch Manager

### POSITION SUMMARY

The primary responsibility of the AZ Truck Driver (Live Bottom) is to ensure safe, accurate, timely and efficient pick up and delivery of aggregate, soil, and winter salt materials to homeowners, job sites, supplier pits and yard, etc. Proper pick up delivery of materials is critical to the success and completion of a sale.

### RESPONSIBILITIES

- Ensure truck and trailer are properly inspected and in full working order at the start of each day;
- Notify the dispatch department immediately when a problem with the truck arises;
- Ensure radio/phone is on, charged, and in proper working order to maintain communication with the dispatch department at all times;
- Ensure dump boxes are cleaned before and after every delivery to prevent cross-contamination of materials;
- Ensure delivery instructions are executed as closely as possible where permitted;
- Maintain professionalism and courtesy at all times while driving;
- Always strive to achieve customer satisfaction and outstanding service in the placement of product while maintaining the highest standards of safety;
- Pick up direct loads from gravel pits;
- Ensure all paperwork is properly filled out; including: customer signature on invoices and signing an invoice once a delivery has been completed;
- Refuel the truck at the end of the day so it is ready for deliveries first thing in the morning;
- Uphold truck cleanliness standards;

- Adhere to all health and safety procedures;
- Consistently exhibit behaviour reflective of the Arnts The Landscape Supplier Inc. Professional image.

#### **QUALIFICATIONS / KEY SKILL REQUIREMENTS**

- Commercial AZ license with a clean CVOR and Driver's Abstract;
- Minimum 5 years driving experience;
- Experience working in the landscaping and construction industry is considered an asset;
- Ability to provide excellent customer service;
- Ability to effectively communicate both orally and in writing;
- Be cheerful and come to work every day with a positive attitude;
- Process a high level of attention to detail;
- Be a fast learner; ability to perform multiple tasks at once;
- Comfortable working in a physically demanding and fast paced environment;
- Skilled in map reading, knowledge of the geography of the GTA and Durham Region an asset;
- Strong team player yet still able to work independently with minimal supervision;
- Commitment to the Arnts The Landscape Supplier Inc. Mission statement.

#### **SUPERVISOR RESPONSIBILITIES**

None.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Job requires sitting while driving, shovelling truck boxes, some manual manipulation of bin and dump box equipment, light lifting and handling of merchandise and products, and may involve walking for brief periods of time.

While performing the duties of this job, the employee is regularly required to work in a truck and at times the outdoor environment. When working outdoors, the employee is subject to variations in temperature and weather, equipment noise and dust.

## **ADDITIONAL REQUIREMENTS**

Will be required to perform other duties and drive other types of vehicles as requested, directed, or assigned.