



JOB DESCRIPTION

JOB TITLE: Driver

DEPARTMENT: Assembly & Warehouse

EFFECTIVE DATE:

FLSA STATUS: Part Time Non - Exempt

DEFINITION: Transportation, move goods between facilities, deliver goods to customers as required warehouse assistance as needed.

SUPERVISION RECEIVED:

Works under the general supervision of the Assembly Shipping & Warehouse Manager.

SUPERVISORY FUNCTIONS:

None

ESSENTIAL FUNCTIONS OF THE JOB:

Transportation Services:

- Transport freight and company mail between Waconia, MN and Norwood Young America, MN as directed.
- Assist loading and unloading equipment in Waconia, MN and Norwood Young America, MN as required.
- Occasional customer product deliveries and pick-ups required.
- Conduct daily vehicle inspections as required by law. Report deficiencies. Maintain orderly appearance of the vehicle. Recommend service when needed to supervisor.
- Operate transport truck in accordance with the Employee Reference Manual & DOT regulations.

Assembly Responsibilities:

- Assemble equipment and supporting components according to shop drawings and under the supervision and inspection of department management.

Shipping Responsibilities:

- Pull assembly parts from inventory and stage by job.
- Package assembly parts for shipment, labeling completed skid/gaylord with identifying information and staging for pick up.

Other Required Department Responsibilities:

- Pull parts for production as needed and complete appropriate paperwork to relieve inventory.
- Adherence to safety standards and use of PPE is required at all times.
- Perform inventory cycle counts as required.
- Assist loading and unloading freight.
- Keep inside warehouse and outside yard clean, and organized.
- Snow removal.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Able to follow directions, ask questions, and learn from supervisors and co-workers.
- Adhere to company safety standards at all times.
- Ability to operate a forklift, jib crane, and overhead hoist.
- Able to operate company vehicle. Must maintain a clean driving record and adhere to all DOT regulations pertaining to our company.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand, walk for extended periods of time.
- The employee is required to reach with hands and arms and to stoop, kneel, crouch or crawl.
- The employee must regularly lift and/or move up to 75 pounds.
- To have hand, fingers and arm (or equivalent) dexterity adequate to handle or feel objects, tools or controls.
- To talk and hear with enough proficiency to allow for communicating with others by phone or in person.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent (GED).
- Hold Class B or higher driver license and clean driving record.
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency, and professionalism.

NON-EQUIPMENT/JOB LOCATION:

Works in yard, warehouse and assembly areas in Waconia and Norwood shops and yards. Equipment used includes, but is not limited to, company vehicles, office machines including personal computer, printer, fax machine, calculator and copy machine, shop equipment including but is not limited to, jib, overhead cranes and forklifts.

DISCRIMINATION POLICY:

Sackett-Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, familial status, disability, age, marital status, genetic information, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of Sackett-Waconia and requirements of the position change. Sackett-Waconia reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)