



CDL Driver

RESPONSIBILITIES:

- Prepares truck for operation by assisting in and overseeing the loading of trucks, securing of items and verifying the accuracy of shipping papers.
- Drives truck with capacity of more than 3 tons, to transport materials to and from customer locations and job sites.
- Delivers orders via the most effective route to ensure complete orders are delivered according to established time frames and customers' needs.
- Loads and unloads the delivery truck, ensuring that all loads are properly secured and braced and all hazardous material loads are properly segregated.
- Accurately documents delivery, prepares receipts of orders by customers and reports any discrepancies to the company.
- Collects payment for goods delivered and records transactions on proper paperwork. Obtains customer signature on receipt for pickup or delivery.
- Records sales or deliveries information on daily sales or delivery record.
- Increases job knowledge and product knowledge on an ongoing basis.
- Informs customers of new products and services that can increase customer satisfaction and sales.
- Maintains truck log, according to state and federal regulations and complies with all applicable Federal Motor Carrier Safety Regulations (FMCSR), including the company's drug and alcohol testing program.
- Maintains telephone or radio contact with supervisor to receive daily instructions.
- Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, and water on a daily basis. Alerts management of necessary or required maintenance/repairs needed on the delivery vehicle in a prompt manner. Completes daily post-trip vehicle inspection report.
- Performs warehouse duties as needed.
- Other job duties as assigned.

REQUIREMENTS:

- A valid Class B commercial driver's license with HAZMAT endorsement.
- Be at least 21 years of age.
- Ability to maneuver heavy objects, some weighing up to 100 pounds.
- A current MVR indicating no more than 3 violations in the past 3 years.
- Good communication skills, both written and verbal.
- Ability to follow and carry out instructions with minimal supervision.
- Willingness and ability to load trucks at the warehouse and unload at customer locations and job sites.
- A positive customer service attitude.
- Familiarity with PCs and other material handling equipment (preferred).
- Experience driving either a straight truck or a tractor trailer.
- Moffet, Skelly or Air Brake experience a plus!

POOLCORP is a drug-free company and an EOE, M/F/V/D.

For more information contact Cory Maag at Mail:cory.maag@adp.com or call at 567-208-9874