



Truck Driver 3-ton class 5/ Forklift Operator

Reporting to the Logistics Manager, this position will ensure orders are loaded and delivered to an identified location in a safe, timely and professional manner. We are looking at adding to our customer service focused professional driving team.

Responsibilities

Truck Driver

- Pre-trip inspections are to be completed prior to start of shift
- Ensure orders are accurately filled and loaded to daily requirements
- Quality check all loads
- Check load ensuring weight restrictions are met and load is secured
- Drive truck in a safe manner ensuring all laws and regulations are met and/or followed
- Deliver product to destination, ensure safe placement of vehicle on property, unload or assist in unloading of materials
- Answer customer questions or direct concerns to appropriate staff
- Phone in to shipper when you are done your last delivery/pick up
- Other duties as required

Forklift Operator

- Unloads trusses from racks
- Stage and store trusses
- Loads trailers
- Keep yard clean of debris and well organized
- Rotate stock
- Complete delivery ship list and all required paperwork for product
- Pick joists, cut beams, pick hangers, and package orders
- Assist others as instructed by supervisor
- Report any unauthorized persons or suspicious activity to the supervisor or other senior manager
- Conduct daily check of forklift to ensure safe operation; reports required maintenance or damage
- Receive shipments and store in their proper locations
- Responsible for using all equipment and operating all machinery in a safe, correct and careful manner, as instructed
- Maintain clean forklift inside and out

Qualifications

- Class 5 Driver's license
- Willing to work long hours
- Physical fitness an asset
- Willing to learn
- Adapt to change
- Excellent knowledge of the city, surrounding area and a clean driving record
- Clean Drivers Abstract (copy needed)

We value our employees and offer a comprehensive compensation plan including a competitive salary and benefit package consisting of Life Insurance, Health, Dental, Health spending account, Glasses, Short Term and Long Term Disability, EAP, and a Pension Plan.

Thank you for your interest but only those selected for an interview will be contacted