



## POSITION DESCRIPTION

**Date:** 4-22-19  
**Prepared by:** HR Department  
**Approved by:** President  
**Title:** Full-Time Parts Delivery Driver  
**Reports to:** Assistant Parts Manager

**Purpose of Position:** This position is responsible for helping oversee the daily delivery of parts purchased by customers within our designated territory.

### **Requirements:**

- Education - This position requires a High School diploma
- Language Skills - Requires the ability to read, write, communicate, and interpret accurately in English. This position requires the ability to read and write reports, business correspondence and desk procedures. Employee must demonstrate the ability to interact tactfully and positively with customers, vendors and UKTS team.
- Mathematical Skills - Ability to calculate figures and amounts

### **Essential Duties:**

1. Support the parts department with the daily deliveries to customers
2. Load vehicles per loading standards
3. Organize routes based on customer needs and input from team members
4. Drive carefully while representing UKTS.
5. Assist warehouse personnel as needed when there are no deliveries.
6. Assist part-time delivery drivers with loading parts and organizing routes.
7. Effectively communicate with team members as it pertains to duties and responsibilities
8. Safe operation of a fork lift and scissor lift.

### **Work Environment:**

The Work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires the ability to apply common sense understanding to carry out instructions furnished in writing, oral, schedule or diagram form and the ability to use sound judgment when faced with complex circumstances.
- The ability to deal with problems involving several variables in standardized situations is essential, while maintaining a professional, calm manner when negotiating with a difficult customer or employee.
- The position is assigned to the warehouse and over the road driving where noise levels are moderate to high at times.
- The physical exertion is moderate to heavy. The employee must be able to occasionally lift and or move up to 100 pounds.
- There are steady employee and customer contacts.
- It also requires the safe operation of a company vehicle
- The employee is required to stand, walk and drive. A valid driver license will be required to operate a parts van.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- UKTS reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

**Standards:**

- The ability to interact with employees.
- Work performed is to be in a professional manner in accordance with or exceeding company standards.
- Adhere to all company policies, procedures and standards.
- Display a professional attitude toward customers and fellow employees.
- Be trustworthy, confidential and self-motivated.
- Be a team player.
- Maintain a professional appearance.
- Maintain verbal and written communications as required.
- Continually seek professional and personal growth.
- Maintain professional and friendly attitude at all times.

Signing on behalf of this position and agreeing to accept all of its responsibilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Parts Delivery Driver**

Signing on behalf of this position and agreeing to accept all of its responsibilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**VP of Human Resources**