

## POSITION DESCRIPTION

### DELIVERY DRIVER

Office Location: St. Louis, Missouri

Level: Experienced

Department: Centerline

Reports to: Operations Manager

Supervises: N/A

The Delivery Driver will move tools, equipment, and other consumables from one location to another.

#### A. Essential Functions

- a. Plans and completes an efficient delivery and pick up route for the day.
- b. Loads delivery vehicle with materials/equipment scheduled for delivery.
- c. Delivers requested job materials to correct addresses, obtaining signatures and proof of receipt when necessary.
- d. Picks up job materials along the scheduled route, including items to be returned, company orders, and other items as requested.
- e. Maintains basic records of truck mileage and deliveries made.
- f. Ensures that delivery vehicle receives basic service according to maintenance schedule; reports larger service needs and mechanical issues to supervisor.
- g. Assists in repairs and service to company tools, equipment and other general warehouse duties when delivery routes are completed.
- h. Performs other related duties as assigned.

#### B. Desired Qualifications

1. Ability to drive safely.
2. Ability to use navigation tools such as onboard GPS, smartphone apps, and/or web-based or physical maps.
3. Ability to plan delivery routes.
4. Ability to maintain basic logs and records.
5. Ability to carry out a series of instructions without constant supervision.
6. Valid C Class driver's license and clean driving record.

#### C. Education and Experience

1. High school diploma or equivalent required
2. Forklift training preferred
3. Tool and construction equipment knowledge preferred

#### D. Physical Requirements

1. Must be able to complete various activities in the warehouse that may require hours of lifting, standing, and carrying.
2. Must be able to move up to 50 pounds at a time.



## COMPANY PROFILE

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level. The UP Companies provides the Best Value per Square Foot.