

Dominion Electric Supply Company, Inc.
Position Description – Delivery Driver
Date Prepared: August 30, 2015
(Revised May 2017)

JOB TITLE: Delivery Driver – Levels 1, 2 and 3

JOB OBJECTIVES (Purposes of the position):

- Complete all pre-trip reviews: vehicle safety inspections, manifest and load verifications
- Load material on trucks when necessary
- Travel to customer sites and complete all deliveries (unload material, complete paperwork, gather customer verification)
- Handle customer questions, concerns and complaints about deliveries
- Document all shipment errors
- Communicate with Dispatchers about order issues, and confirm when route is complete
- Perform Warehouse Clerk functions as required

ESSENTIAL JOB FUNCTIONS (Functions essential to attaining job objectives; describe in terms of end result, not process for getting there):

Driver 1

- Drive company delivery trucks
- Product Identification (product and part number recognition)
- Warehouse material handling (walking, lifting, using warehouse equipment)
- Communications skills (verbal and written communication)

Driver 2

- All Driver 1 functions
- Cross-trained and assisting with at least one warehouse responsibility

Driver 3

- All Driver 2 functions
- Ability to train new drivers
- Cross-trained and assisting with two or more warehouse responsibilities

NON-ESSENTIAL FUNCTIONS (Marginal tasks performed or anticipated to be performed by incumbent of this position):

- Housekeeping

CRITICAL SKILLS/EXPERTISE/LICENSES (Needed for this job specifically):

Commercial Driver's License (including scheduled and random drug testing)

EQUIPMENT / DEVICE OPERATION:

List all computers, or other hardware required to perform this job: GPS device, Mobile Telephone	List all computer software : required to perform this job: Timeclock entry	List all office machines required to perform this job: Printers, copiers, telephones
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List any other machines (including heavy equipment) required to perform this job: Forklifts, pallet jacks, hand trucks, truck liftgates	List all tools involving manipulation that are required to perform this job:	List all vehicles that must be operated to perform this job: Delivery trucks
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PRIOR EXPERIENCE WITH ANY EQUIPMENT/MACHINES/SOFTWARE REQUIRED: No

PHYSICAL REQUIREMENTS:

Check each of the physical abilities required to perform the essential functions of this position. Please comment in the space provided to elaborate or further or explain this position's mental capability needs.

X	PHYSICAL REQUIREMENTS
X	Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
X	Bending and Stooping: Bending body downward and forward by bending spine at the waist (6 hours per day)
X	Climbing: Ascending or descending ladders, scaffolding, ramps, poles, and other devices using feet and legs and/or hands and arms. Body agility is emphasized
X	Climbing Stairs: Ascending or descending stairs to gain access to a building or to move from one floor to another
	Crawling: Moving about on hands and knees or hands and feet (___ hours per day)
X	Light Carrying: Physically transporting items weighing less than 15 pounds from one location to another.
X	Moderate Carrying: Physically transporting items weighing 15 to 44 pounds
X	Heavy-Carrying: Physically transporting items weighing 45 pounds and over
	Fingering: Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
X	Grasping: Applying pressure to an object with fingers (including thumb) and palm

Electrical distributor serving the DC, Maryland and Virginia areas since 1940, now with 10 locations to serve customers!

X	Hearing: Ability to hear enough to be able to detect specific noises, proper equipment operation; understand what employees/clients are saying in normal conversation.
	Kneeling: Bending legs at knees to come to rest on one or both knees (___ hours per day)
X	Light Lifting: Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
X	Moderate Lifting: Raising objects 15-44 pounds
X	Heavy Lifting: Raising objects 45 pounds and over
X	Mobility Requirement: Be able to move throughout the warehouse facilities.
	Pulling Hand Over Hand: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion (___ hours per day)
	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward (___ hours per day)
X	Reaching Above shoulder: Extending hand(s) and arm(s) in any direction
	Repetitive Motion: Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
X	Sitting: Particularly for sustained periods of time
X	Standing: (8 hours per day)
X	Visual Requirement: Be able to see and read PC screens; detect color coding, read fine print, and/or normal type size print.
X	Walking: Moving about on foot, particularly for long distances (3 hours per day)
	Additional physical capability requirements:

MENTAL REQUIREMENTS:

Check each of the mental abilities required to perform the essential functions of this position. Please comment in the space provided to elaborate or further or explain this position's mental capability needs.

X	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
X	Ability to understand, remember, and apply oral and written instructions or other information
X	Ability to understand, remember, and communicate routine, factual information
X	Ability to understand complex problems and to collaborate and explore alternative solutions
	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
X	Ability to organize thoughts and ideas into understandable terminology
X	Ability to organize and prioritize own work schedule on a short-term basis
	Ability to organize and prioritize own work schedule on a long-term basis
	Ability to organize and prioritize work schedules of others on a short-term basis
	Ability to organize and prioritize work schedules of others on a long-term basis
	REASONING and DECISION MAKING
X	Ability to apply common sense in performing job
X	Ability to make decisions which have moderate impact on immediate work unit

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X	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
X	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
X	Ability to understand and follow basic instructions and guidelines
X	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
X	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
X	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
	Ability to make informal presentations, inside and/or outside the organization.
	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
X	Ability to do detailed work efficiently and calmly under pressure and deadlines
X	Ability to communicate effectively and politely with co-workers, clients, customers and the public
	MATHEMATICS
	No mathematical ability is required
X	Ability to count accurately
X	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
	Ability to compute, analyze, and interpret numerical data for reporting purposes
	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional mental capability requirements:

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(<https://dominionelectric.com/wp-content/uploads/2021/01/Employment-Application-DES.pdf>) and email it to msingh@dominionelectric.com.