



## **Delivery Driver (Seasonal 1-3 months)**

The Delivery Driver is responsible for the safe, timely and efficient delivery of products over our local area.

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**Employment Type:** Seasonal

**Reports to:** Operations Manager

**Location:** Maxville, ON

**Salary:** based on qualifications and experience

### **Deliveries**

- Collect and verify delivery instructions.
- Ensure the safe, accurate and timely loading and delivery of fertilizer, notifying the Supervisor of any product, quality or delivery issues.
- Carry out inspections of the product during loading and delivery, reporting issues and questions of quality to the Supervisor prior to unloading or delivery.
- Maneuver trucks into loading or unloading positions, following signals from loading crew as needed.
- Report spills to the Supervisor and ensure their efficient clean up.
- Maintain the accuracy of documentation and paperwork.
- Complete and submit all documentation required at end of shift. May include but not limited to, timesheets, daily logs, bill of lading, hours of service, vehicle inspection, etc.
- Work with customers and suppliers in a courteous and professional manner.
- Perform other duties as assigned;
- Work additional hours to meet business demands.

### **Customer Service**

- Provide exceptional and courteous customer service.

### **Health and Safety**

- Perform daily pre and post trip vehicle inspections for mechanical and safety issues (circle check) and perform preventative maintenance.
- Comply with all legal rules and regulations with regards to driving and transportation;
- Report any traffic violations, accidents or incidents to manager;
- Operate only equipment and machinery for which training has been received, in a safe and effective manner;
- Report any equipment malfunctions immediately to the Supervisor, having secured the equipment.
- Wear personal protective equipment as approved.
- Comply with and add to the improvement of all Company Health and Safety Policies.
- Maintain cleanliness of interior and exterior of vehicles.
- Must have a strong sense of the need for safe and healthy work environment.



## **Delivery Driver (Seasonal 1-3 months)**

### **Required Education and Qualifications**

- High school diploma
- A valid Class G license
- Minimum 2 years post Class G certification driving experience is desirable.
- Must provide a clean driver's Abstract (no greater than 30 days old)
- Clean criminal record check

### **Skills and Abilities**

- Team work
- Quality orientation
- Planning and organizing
- Problem solving
- Accountability and dependability

<b>WORKING CONDITIONS</b> (unusual level of condition – measured according to duration, intensity and frequency)	
<b>Physical Effort</b> (physical activity – lifting, carrying, physical motion)	Significant physical activity, repetitive and regular lifting up to 40kgs
<b>Physical Environment</b> (temperature, noise, other environmental or hazardous conditions)	Outdoors with some exposure to chemicals, dust, warm & cold environment

### **Key Personal Attributes**

- Hard working and takes direction
- Ability to work to a varied schedule which includes evenings, nights and weekends.
- Positively leads by example
- Learns quickly
- Ability to handle and lift medium to heavy bags/ loads (up to 40kgs) independently and with assistance
- Decision-making and problem-solving skills
- Must demonstrate a high degree of safety consciousness
- Ability to foster a teamwork environment
- Accuracy and attention to detail
- Communication skills
- Bilingual (English/ French) would be an asset
- Customer service orientation

**To apply for this position please send your resume by email to**

**[e.metcalfe@macewenag.com](mailto:e.metcalfe@macewenag.com)**

**Please note that only candidates who are selected for an interview will be contacted.**