



POSITION DESCRIPTION

Job Title: Warehouse Assistant/Driver

Reports to: Warehouse Lead

FLSA Status: Non-Exempt

Scope of Position:

The Warehouse Assistant/Driver assists with all warehouse duties including but not limited to processing incoming stock and materials, receiving/packing/shipping orders, stocking and organizing warehouse materials, fulfilling orders of material to be loaded/unloaded onto trucks for delivery to construction project sites. The Warehouse Assistant/Driver delivers equipment and materials to and from job sites both locally and extended distances (long distance travel typically requires overnight lodging).

Reporting Relationships:

1. The Warehouse Assistant/Driver reports directly to the Warehouse Lead and is fully accountable to the Warehouse Manager.
2. The following positions report directly to the position of Warehouse Assistant/Driver:
 - No positions report directly to the Warehouse Assistant/Driver, but they must have harmonious and productive relationships with all internal departments including Operations, Finance and Administration, Project Management, Sales and Estimating and Field Staff.

Job Requirements:

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. Listed below are representative of the knowledge, skills, and/or abilities necessary to meet the job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education:
 - Required: High School Diploma/GED or equivalent experience.
2. Licensing/Registration/Certification:
 - Required: Must be at least twenty-one (21) years old with valid auto insurance coverage and possess valid CA Commercial Driver's License, Class A or B, with a clean driving record.
 - Required: Current DOT Medical Examiner's Certificate.
 - Desired: Required: Certified Forklift Operator Certificate.
 - Desired: Qualified Scissor Lift Operator and Skid Steer Operator Certificate's.

POSITION DESCRIPTION

3. Experience:

- A minimum of two (2) years of warehouse experience performing similar duties, preferably in the construction industry.

4. A preferred working knowledge of the below software:

- Microsoft Office Products such as Outlook and Excel.

5. Abilities, Skills, and Knowledge:

- Must have previous experience driving a >26k GVWR truck and trailer combination.
- Familiarity with construction equipment use along with maintenance and care.
- Excellent communication skills including verbal and writing. Must be able to effectively communicate with staff, clients, vendors, and subcontractors.
- Works collaboratively with office staff and outside personnel or subcontractors, ensuring they are each aware of the job requirements.
- Knowledge of inventory systems and controls to ensure accurate stocking levels.
- Must be reliable and dependable since many people are counting on this person to fulfill their duties and responsibilities.

6. Physical Requirements:

- Employees must be able to stand, walk, sit, talk/hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms, taste or smell.
- Must meet or exceed the medical standards of the US Dept. of Transportation.
- Must be able to lift up to one hundred (100) pounds repeatedly throughout the workday.

7. Vision Requirements:

- Employees must have Close vision (clear vision at twenty (20) inches or less).
- Distance Vision (clear vision at twenty (20) feet or more).
- Color vision (ability to identify and distinguish colors).
- Peripheral Vision (ability to observe an area that can be seen up/down or to the left/right while eyes are fixed on a given point).
- Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus).

8. Planning and Time Utilization:

- Meets scheduled deadlines to achieve established M Bar C corporate goals and objectives.

POSITION DESCRIPTION

- Shows ability to consistently recognize and deal with priorities based on department objectives.
- Maintains an organized and efficient work environment.
- Knowledge of inventory systems and controls to ensure accurate stocking levels.
- Must be reliable and dependable since many people are counting on this person to fulfill their duties and responsibilities.

Working Conditions:

1. This position will be working primarily indoors in a construction firm environment, but also may require the employee to travel to the field. From this movement, the employee will encounter varying weather conditions and temperatures. The normal travel hazards may apply. Travel may be in all types of weather including heavy rain and below freezing temperatures with snow conditions.
 - Wet, humid conditions.
 - Work near moving mechanical parts.
 - Working in high, precarious places
 - Working with fumes or airborne particles.
 - Working with toxic or caustic chemicals.
 - Working in outdoor weather conditions.
 - Working in extreme cold.
 - Working in extreme heat.
 - Working near vibrations.

Authority and Accountability:

1. Accountable to the Warehouse Manager and Field Operations team to produce timely and accurate documentation and to handle multiple projects simultaneously.
2. Perform all other tasks assigned within stated deadlines.

Responsibilities and Duties:

1. Examines shipment contents and compares with records, such as manifests, invoices, or orders, to verify accuracy.
2. Prepares orders by processing requests, pulling materials, packing boxes, placing orders in delivery area, loading and unloading trucks, and safely securing loads.
3. Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat, maintaining clean shipping supply area, and complying with



POSITION DESCRIPTION

procedures, rules, and regulations. Routinely wear proper safety equipment as required for the task being performed.

4. Prepares job site materials and equipment for future orders.
5. Adheres to detailed trip plan schedule including motel reservations when completing long-distance deliveries.
6. Maintains appearance of truck and completes daily electronic driver logs and safety inspections per FMCSA/DOT regulations.
7. Properly secures equipment on delivery truck for transportation, safely operates equipment to deliver to and from job sites.
8. Routinely completes deliveries of equipment and materials by driving truck or truck and trailer combination to and from job sites.
9. Maintains accurate records for credit card and other company related expenses. Submits required monthly reports.
10. Maintains quality service by following organization standards.
11. Completes required accurate documentation on transfer requests.
12. Aids with building maintenance/deliveries of M Bar C Construction facilities and its family of companies as needed.
13. Contributes to team effort by accomplishing related results as needed.
14. Performs other duties as requested.