



JOB TITLE: Delivery Driver

REPORTS TO: Route Supervisor

SUMMARY: Responsible for daily delivery and removal of customer bins and carts as well as collection of customer recyclables and/or e-waste pick-ups; provides onsite Customer Service at time of delivery or removal; must be able to determine best route for efficiency of delivery and removal.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but not limited to:

- Delivers bins and carts daily as determined by work orders
- Removes bins and carts daily as determined by work orders
- Provides proper guidance and contact information to customers as needed
- Arranges for repairs of bins & carts as needed; may require notifying Dispatcher/Front Office to place work order
- Works with Dispatcher and/or Front Office on Customer Service issues
- Reports to Supervisor after days' work orders are complete for additional assignment
- Assist at the shop when awaiting additional assignment from Supervisor
- Assist with pick up of recyclables and e-waste as requested
- Assist with shredding as requested
- Searches for missing carts
- Assists with pick up of recyclables and e-waste
- Secures loads using tie downs
- Adheres to all safety procedures
- Attends mandatory safety meetings, which may be scheduled outside regular hours
- Performs other duties as assigned

REQUIRED QUALIFICATIONS:

- Valid driver's license required; Class B license preferred
- Must maintain a valid driver's license and a clean DMV record
- Must be insurable
- Schedule flexibility

EDUCATION AND/OR EXPERIENCE: High school diplomas or equivalent

LANGUAGE SKILLS: Bilingual (English & Spanish)

REQUIRED SKILLS / COMPETENCIES:

- Computer/Tablet literate; able to learn company utilized software for routing work
- Able to communicate in a professional and courteous manner
- Able to follow oral and written instructions
- Able to write legibly
- Able to clearly explain issue / resolution
- Able to work quickly and independently with little to no supervision
- Able to quickly adjust to new situations or changes
- Able to deal with problems involving customer issues
- Must be able to regularly lift and/or move from 25 lbs. to 80 lbs.