



Simmons Equipment Company  
PO Box 719  
Pounding Mill, VA 24637  
276.991.3345 office  
276.226.2396 fax  
www.simmonsequip.com

## **Delivery Driver, Job Description** (REV A)

A delivery driver should always provide customer satisfaction with transporting items in a safe, timely manner. The delivery driver will pick up and drop off items while adhering to assigned routes and time schedules. You should be willing to work as part of the delivery team in order to ensure that the items are complete, packed correctly, and safely delivered to the correct client.

To succeed as a delivery driver, you should be polite and prompt with a commitment to providing our clients with an excellent experience. You should be thorough in ensuring orders are properly fulfilled, committed to work safety, and passionate about satisfying clients.

### **Responsibilities:**

- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, proof of delivery documented with the customer and the customer is satisfied.
- Assisting with loading and unloading items from vehicles.
- Accepting payments for delivered items.
- Providing excellent customer service, answering questions, and handling complaints from clients.
- Adhering to assigned routes and following time schedules.
- Abiding by all transportation laws and maintaining a safe driving record.
- Preparing reports and other documents relating to deliveries.
- Operating equipment and machines, such as cars, trucks, forklifts, etc.
- Any other job assigned by supervisor.

### **Requirements:**

- High school diploma or equivalent.
- A valid driver's license issued by the state where you report to work.
- Clean driving record.
- Special licenses may be required to operate certain vehicles.
- Experience may be required or preferred.
- Willingness to adhere to assigned routes, schedules, safety procedures, and transportation laws.
- Strong time management and customer service skills.
- Ability to walk, drive, lift, and carry heavy items for extended periods.
- Ability to lift 50.lbs.
- Attention to detail.

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Please visit [simmonsequip.com](http://simmonsequip.com) to download an application or submit your resume. You may also pick up an application at 2175 Fincastle Turnpike Tazewell, VA.

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