TITLE: Parts Driver

REPORTS TO: Parts Manager

POSITION INFORMATION:

The Parts Driver delivers and picks up parts and equipment for the dealership.

DUTIES AND RESPONSIBILITIES:

*(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)*

E( ) M( ) Deliver parts and equipment to customers, satellite stores, and vendors.

E( ) M( ) Pick up parts and equipment from customers, satellite stores, and vendors, to be coordinated with the Parts Manager, Inventory Control Administrator, Parts Counter-people, or Shipping and Receiving Clerk before leaving.

E( ) M( ) Complete a log at the time of delivery and request recipient's signature.

E( ) M( ) Unload truck each night. Turn in all paperwork and undelivered parts.

E( ) M( ) Help maintain the professional appearance of the parts department.

E( ) M( ) Wash outside of truck weekly.

E( ) M( ) Wax truck each two months.

E( ) M( ) Be responsible for the basic upkeep of the truck: check oil with each fill-up, ensure that the truck is lubricated the first week of each month, and get annual state safety inspections before they are due.

E( ) M( ) Operate fork lift.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. Valid driver's license and a good driving record. Ability to use computer and calculator. Will be trained on parts department's computer inventory system. Ability to drive and operate a fork lift safely. Ability to communicate well orally and in writing with customers, vendors, and other contacts. Professional personal appearance.

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WORKING CONDITIONS:

This is a physically demanding position. Will drive company-provided vehicles six to hours per shift. Will lift and transport parts weighing up to 70 pounds several times a day. Will be exposed to noise, dust, exhaust fumes, and other hazardous and nonhazardous materials. Will be required to wear dealership-provided uniform at all times. May operate fork lift.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer