

Job Title:	Purchasing Driver	Job Category:	Craft – Hourly
Department/Group:	Purchasing	Job Code/ Req#:	
Location:	Naples	Travel Required:	Yes
Level/Salary Range:		Position Type:	Full Time
HR Contact:	Kurt Englund	Date posted:	

Job Description

Job Summary: Reporting directly to the Purchasing Manager. Responsible for visiting service technicians daily. Dropping off and picking up paperwork, new parts, warranty parts and garbage. Keeping our technicians taking care of our customers in the field. Helping warehouse personnel when needed.

Hours: Monday - Friday. 8am-5pm with a ½ hour lunch break. Overtime could be common during the busy season in summer.

Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities to this job at any time. The following tasks/responsibilities are typical of the position but are not all encompassing. Each person is expected to help out other department in whatever duties are required.

Tasks & Responsibilities:

1. Arrive on time and ready to begin work every day.
2. Always use Safety First (PAUSE) approach to all work.
3. Always use the proper safety clothing, tools and precautions before beginning any work.
4. Be neatly groomed and fully dressed only in a clean company approved uniform.
5. Visit each assigned Service Technician daily to:
 - Pick up and/or deliver paperwork and in certain cases time sheets
 - Drop off stock and supply parts, including chemicals for their truck
 - Drop off customer specific parts
 - Pick up defective parts, warranty party parts and return them to the warehouse or supply house for processing
 - Prioritize Service Technician deliveries in mornings per service calls.
6. Assist technicians whenever needed to carry, move or hold items so everybody works safely
7. Pick up/drop off new and warranty parts , equipment at vendor warehouses
8. Pick up and/or deliver oversized ladder, support rods, dye kits, lifts, specialty tools or anything else that may be needed to Technicians
9. Pick up miscellaneous items at Home Depot, other retail stores or supply houses
10. Deliver patrol checks and cash reimbursements to service technicians
11. Drop off mail, FEDEX and UPS packages daily
12. Deliver and Coordinate all Purchasing and Service forms related forms on-time, consistently, accurately and legibly (**attention to detail**).
13. Properly dispose of no longer needed warranty parts and non-warranty parts
14. Help warehouse personnel whenever needed.
15. Other duties as assigned.

RELATIONSHIP TO OTHERS:

The Purchasing Driver reports directly to the Purchasing Manager and may work closely with other management teams and with internal support staff. Optimally, over time the Purchasing Driver will have increased opportunity and assume increased responsibility for meeting department's needs and expectations. It is therefore necessary that the Purchasing Driver maintain a satisfactory relationship relating to vendors, clients and fellow team members in a mature, thoughtful, professional and pleasant manner. Minimally, the Purchasing Driver must display a demeanor that exhibits our Mission Statement and Core Values, as well as show empathy, patience, understanding and a genuine interest in others. The Purchasing Driver performs a lead role in promoting interdepartmental communications and cooperation.

Required Skills/qualifications:

- Driving – Must possess a valid driver's license
- Effective and efficient time-management and organizational skills.
- Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations.
- Near Vision - The ability to see details at close range (within a few feet of the observer). Natural or corrected vision to see and focus for close, distance, peripheral vision with normal depth perception.
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Finger Dexterity - The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Perceptual Speed - The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Physical Demands:

- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- May require outside work in cold, hot or wet weather; may require work in awkward or cramped positions and sometimes required to work in high places.
- Will require mobility throughout all facilities including stairs, and confined spaces.
- Will be required to reach areas not easily accessible by means of climbing, stooping, and bending.
- Will require heavy work (lifting greater than 25 pounds).

Education, Formal Training & Experience:

- High School diploma or GED preferred.
- Driving – Must possess a valid driver's license

Materials and Equipment Used:

- Company Vehicle, Computer Equipment with SAWIN Software.

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Name:

Date: