



Job title	Driver
Department	Operations
Location	Decatur, AL
Reports to	Warehouse Manager
Status	Non-Exempt

About American Pipe & Supply

American Pipe & Supply is a wholesale distributor of pipe, valves and fittings (PVF), plumbing fixtures and fire sprinkler materials. We have been providing the Southeast with quality materials since 1977 and continue to grow every year.

We are family oriented and offer a steady Monday-Friday schedule and all major holidays off with pay. We strive to maintain an inclusive, friendly environment where you can grow to your fullest potential. For APS to be the "Supplier of Choice" we know we must also be the "Employer of Choice" providing employees career opportunities today and well into the future.

Full time employees enjoy a full benefit package including medical, dental and vision insurance, paid holidays, paid vacation time, and a 401K package with a generous employer match.

American Pipe & Supply believes in developing the strengths of our team members to allow for internal promotions when positions become available.

Job Purpose

The delivery driver will work with other members of the distribution team to increase company profitability and customer satisfaction by delivering complete, accurate and on-time deliveries to the company's customers. The driver will represent the company in a highly professional, safe and cost-effective manner that complies with DOT and other applicable regulations.

Work Schedule

Monday through Friday, typically 7AM – 5PM

Duties and Responsibilities

- Prepare truck for operation, loading of trucks, securing of items and verifying the accuracy of shipping papers
- Perform daily inspection of truck tires, lights, brakes, fluids, etc. to ensure safe and cost-effective performance with preventive maintenance in mind
- Deliver orders via the most effective route assigned by APS to ensure complete orders are delivered according to established time frames and customers' needs
- Maintain communication with Supervisor during deliveries
- Document delivery, accuracy and receipt of orders by the customer according to company directives and report any discrepancies to company
- Increase customer satisfaction by collecting information, feedback on service and resolving complaints per company policy; communicate information back to your supervisor
- Maintain and monitor truck maintenance and driving record requirements, and maintain required documents for safety, security and quality processes
- Safely operate forklifts and other warehouse equipment as required
- Maintain a safe driving record free of violations
- Follow all safety procedures
- Follow company policies and procedures-communicate any accidents or incidents at once to warehouse manager
- Perform warehouse duties as needed

- Assist with inventory counts
- All other duties, as assigned. Regular and appropriate attendance is an essential function of this and all positions at APS.

Skills

- Delivers superior customer service
- Able to read a map and accurately plan a route
- Accuracy and attention to detail
- Professional demeanor
- Able to handle difficult customers with diplomacy and tact
- Capable of following written instructions and documented procedures
- Recognizes and understands product
- Working knowledge of Department of Transportation (DOT) rules and regulations
- Effective listening, verbal and written communication skills
- Operates forklifts in compliance with Occupational Safety & Health Administration (OSHA) requirements

Education and Experience

- High school diploma/GED required
- Associate degree preferred

Certifications and Licenses

- Fork Lift
- Valid Driver's License & clean driver record

Working Conditions and Physical Requirements

- This position will require working both inside and outside in hot, cold, rainy, and snowy conditions
- Stand/walk for duration of work hours
- Lift/carry/push/pull heavy material or equipment (up to 75 lbs)
- Ability to climb stairs, descend stairs, balance, stoop, kneel, crouch, crawl, reach, handle and feel
- Climb up and down a 12' ladder

Direct Reports

- None

This job description is intended to provide information regarding the essential functions and basic duties of this position. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and duties that could be assigned. Additional functions and requirements may be assigned by management as it deems appropriate. This document does not constitute a contract and is subject to change at the discretion of American Pipe & Supply. American Pipe & Supply ("APS") is an equal opportunity employer. We hire, promote and take all other personnel actions without regard to race, color, sex, religion, national origin, citizenship, age, disability, military service connection, genetic information or any other unlawful basis. We provide reasonable accommodation to the known limitations of disabled applicants and employees, and accommodate the religious beliefs and practices of employees provided that such accommodations do not place undue hardship on APS.
