



## Yard Customer Service-Driver Job Description

Healdsburg Lumber Company, Hudson Street Design of Healdsburg,  
Hudson Street Design of Marin, Healdsburg Door & Sash, Gualala Building Supply

### **POSITION REPORTS TO:**

Yard Foreman

### **OVERVIEW OF DUTIES:**

The Yard Customer Service-Driver is responsible for delivering company products to jobsites in a safe, efficient and timely manner. They are responsible for protecting all products and providing excellent service to our Customers. In addition, the Yard Customer Service-Driver is also responsible for Yard Customer Service and Load Builder duties.

In addition to this overview of job duties, other assignments or job duties may be required.

### **SPECIFIC AND ESSENTIAL RESPONSIBILITIES, LISTED IN ORDER OF PRIORITY:**

1. Verify all products loaded on trucks match the delivery invoice before leaving the yard.
2. Maintain tarps and tie downs on all trucks to assure they are available to protect loads from rain and weather.
3. Maintain all vehicles. Check each vehicle each day before leaving the yard.
4. Provide excellent customer service in the yard and on the jobsite. Recognize that you are an ambassador for our company while in the field. Represent the company well by treating customers with respect and courtesy.
5. Update yard tags when any changes are made on a delivery and deliver tag to Assistant Yard Foreman daily.
6. Maintain a valid California Driver's License. At a minimum, license must be maintained at level at which employee was hired.
7. Maintain driving proficiency and expect to drive all vehicles for which you are licensed.
8. Be familiar with operating requirements of each vehicle in use at Healdsburg Lumber Company. Be aware of weight limits and other safety considerations for all HLC trucks.
9. Keep in regular contact with Dispatcher while out on deliveries. When delivering to remote areas, call or check messages before returning to the yard.
10. Work in a safety conscious manner at all times. Follow all safety regulations and security guidelines. Actively contribute to work safety and security.
11. Maintain a safe, clean and pleasant work environment.

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

1. High School Diploma or GED Equivalent
2. Valid California Driver's License, Commercial License preferred but not necessary.
3. Demonstrated proficiency in driving company vehicles.

**PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS OF JOB:**

1. Ability to understand and communicate written and spoken information and ideas.
2. Ability to analyze information and evaluate results to choose the best solution and solve problems.
3. Ability to lift, carry and maneuver goods that may weigh 100 pounds, utilizing additional personnel and mechanical assistance as required.
4. Ability to drive various company vehicles in a safe and proficient manner.
5. Ability to courteously and professionally interact with our Customers.
6. Ability to encourage and build mutual trust, respect and cooperation among team members.
7. Ability to keep up to-date technically and apply new knowledge to job.
8. Ability to manage work time efficiently.