

Driver - Wisconsin JOB DESCRIPTION

Purpose: Responsible for providing superior customer service and on-time delivery to meet the needs of our customers.

Reports to: Production Manager

Status: Non-exempt

Essential Responsibilities:

1. Load OEC vehicle(s) and deliver OEC products as instructed to various customer sites utilizing OEC vehicle for transport.
2. Provide top quality customer service to meet our customer needs.
3. Routinely works to improve and monitor route efficiencies.
4. Notify supervisor or their designee when potential mechanical issues arise and/or to schedule timely and routine vehicle maintenance checks based on established standards.
5. Ensure environmental compliance and operates vehicles in accordance with DOT, local, state and federal requirements.
6. Other duties as assigned.

Knowledge, Skills and Abilities:

- General knowledge of the greater northeastern Wisconsin/Lakeshore area.
- Excellent customer service skills, both written and verbal.
- Basic understanding of vehicle maintenance.
- Able to follow instructions, read addresses and a map.
- Basic utilization of GPS/iphone technology and math skills.

Education and/or Experience:

High School diploma or equivalent is required. Must possess and maintain a valid driver's license, good driving record, and be insurable under OEC's insurance policy.

Performance Standards: Employee will be reviewed on ability to achieve the outcomes stated above. The employee must work safely at all times and maintain the confidentiality of all department, company, and customer information.

Equipment/Materials Used: General vehicle, office equipment.

Conditions of Employment: Must possess a valid driver's license. Able to routinely lift up to 50 pounds and large odd-size items; occasionally up to 70 pounds. General vision and hearing. Occasional overtime may be required to meet the needs of the business.

Employment is on an at-will basis and may be terminated at any time, and for legal reason, with or without cause, either by the employee or the company. Occasional overtime may be required to meet the needs of the business.

I understand and I am able to perform the above mentioned job requirements.

Signature

Date