**Cobra Components LLC**

**Job Description**

**Job Title:** Truss Delivery Driver

**Job Status:** Full-time

**Reports To:** President

**Location:** West Fargo

**Prepared:** 5/2023

**Description**

This position will be responsible for loading and unloading trusses and lumber at job sites and also around the shop yard. Deliveries will be with an F550 and roll-off gooseneck trailer.

**Essential Duties and Responsibilities:**

1. Maintains an accurate and timely delivery schedule by ensuring that at all pick-ups and deliveries are made according to schedule and to the correct location.
2. Assists customers with unloading material safely and accurately, taking precautions to protect product and customer property.
3. Loads trucks properly by using/assisting forklift in loading and unloading of lumber packages, engineered wood products in a safe and accurate manner.
4. Ensures proper loading order by checking all loads to ensure they are tied down properly, and attaching flags as needed.
5. Complies with DOL driving regulations at all times by being fully aware of DOL requirements in regard to safe driving and driver requirements.
6. Completes daily inspection checklist by inspecting truck daily prior to operation to ensure that the vehicle is in proper working condition and turning in checklist to supervisor.
7. Ensure loads are accurate by checking loads against invoice.
8. Sign off and complete all shipping paperwork to company standards
9. Performs occasional warehouse duties.
10. Reports all unsafe working conditions and practices to supervisor.
11. Adheres to OSHA requirements and company policies/procedures to ensure safety at all times.
12. Regular and predictable attendance during assigned working hours.

**Competencies**

* Knowledge of company products, production processes and product standards
* Skilled in use of all tools and equipment used for component manufacture at location
* Ability to execute plans/projects through others
* Good verbal and written communication skills

**Minimum Requirements**

High school diploma or General Education Degree (GED) and two (2) years’ experience performing and coordinating construction manufacturing activities, or equivalent combination of education and experience.  Truss manufacturing experience desired.

**Work Environment/Physical Activity**

* Work is performed within a shop environment, subject to temperature variations, mechanical parts, increased noise levels and dust.
* Must be able to lift and carry up to 25 pounds frequently and on occasion up to 75 pounds.
* May be required to perform specific tasks that involve climbing, lifting, pushing or kneeling.