

# Job Description



**Title:** Delivery Driver – Woodinville  
**Department:** Shipping & Receiving  
**Reports to:** Shipping & Receiving Supervisor  
**Date:** June 2024  
**FLSA Status:** Non-Exempt  
**Location:** Woodinville, Washington  
**Created by:** HR Business Partner  
**Approved by:** Director, Global Compensation

## SUMMARY

Operate a light delivery/panel truck or similar vehicle to pick up and deliver parts, materials, and finished products to customers in the local area. Physically stage products for shipping and perform general warehouse duties upon completing the delivery route.

## ESSENTIAL JOB FUNCTIONS

Operate vehicle safely and in accordance with motor vehicle laws.

Perform physical activities, such as banding of finished product and loading truck with packages scheduled for day's deliveries. Move, stack, and organize parts, materials, or finished products using a method appropriate for the items' size and weight (such as by hand, hand truck, forklift / lift truck, hoists, crane or other equipment) and most efficient order of delivery.

Deliver packages and get receiving slips signed.

Pick up returns and items for use by the company. Verify goods received against packing slips and sign receipt.

Maintain simple records of deliveries and truck mileage.

Follow maintenance schedule for having truck serviced. Report any mechanical problems to supervisor.

Receive written information or oral instructions for performing work assignments.

Participate in continuous improvement initiatives.

Carry out responsibilities in accordance with company policies, federal, state and local laws.

Learn and follow company procedures, safety policies, and ethics policy

Work productively in a team environment.

Other duties as assigned.

## JOB SCOPE

This position serves as a delivery driver reporting directly to the shipping & receiving supervisor. This position has no direct reports.

## INTERPERSONAL CONTACTS

The position interacts daily with company employees on all levels, but primarily with the shipping/receiving and production teams, as well as customers.

**QUALIFICATIONS**

Valid driver’s license and clean driving record.

Ability to read directions and use navigation to plot delivery route.

Ability to maintain simple logs and records.

Dependable worker able to carry out a series of work instructions without constant supervision.

Operate forklift / lift truck and telehandler safely to move and stage material.

Good verbal communication skills.

Ability to work overtime if needed.

**EDUCATION and/or EXPERIENCE**

High School diploma or GED required.

**WORKING CONDITIONS**

The working conditions, physical demands, and environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed while driving, outside, and in a shop environment that is not climate controlled. This is a full-time position. Shift hours are Monday-Friday, 7:00am-3:30pm. Overtime may be required depending on production demands.

The individual may encounter pressure in meeting customer needs, balancing competing deadlines and resource constraints, although guidance is available from leaders at the site. Situations must be handled in a manner that meets customer needs and does not negatively impact customer satisfaction. Customers are both internal and external.

This is a safety sensitive position.

**PHYSICAL DEMANDS**

The following physical demands and environmental conditions may be encountered while performing the duties of this job.

Physical Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Activity				
Standing			X	
Walking			X	
Sitting			X	
Using hands or fingers to handle/feel objects			X	
Reaching with hands / arms		X		
Climbing or balancing		X		
Stoop, kneel, crouch, or crawl		X		
Talking or hearing		X		

Lifting Requirements	Amount of Time			
Physical Demand	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to ten pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Vision Requirements		
	Yes	No
Close	X	
Distance	X	
Color Vision	X	
Peripheral	X	
Depth & Perception	X	
Ability to Adjust Focus	X	

Work Environment	Amount of Time			
Environmental Condition	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

*This description describes only the general nature and level of work encompassed by this job. This description is not a comprehensive listing of all responsibilities, duties, and skills of employees at this level.*

PSM, LLC, a division of Cascade Corporation, is an Equal Opportunity Employer.

Cascade Corporation offers employees a competitive and comprehensive total rewards package. Typically, the hiring salary for a Delivery Driver is \$46,181 to \$54,350 and salary may vary depending on work experience, education, skills, location, and other factors Cascade considers relevant to the hiring decision.

Cascade also offers a monthly incentive program based on the Company's financial performance. Some of the many benefits available at Cascade are medical, dental, vision, 401(k), short & long term disability, life insurance, vacation & sick time, tuition reimbursement, employee referral bonus, and 12 paid holidays per year.

PSM/Cascade maintains a drug-free workplace. Please be advised that except as prohibited by law, all applicants that have been offered a position with our company must pass a pre-employment drug test as part of their conditional employment offer.