



Job Description and Task Analysis

Title: Parts Driver

Functional work areas: Parts Truck, Parts Department and Parts Stockroom

Hours: 40 hours per week with possible overtime

Reports to: Parts Manager

Principal Duties and Responsibilities:

- Perform daily inspection of vehicle and report any defects immediately to Parts Manager
- Deliver parts to customers
- Pick up returned parts and cores from customers
- Ensure all packing slips and shipping documents are accurate, and that goods received are in good condition.
- Report all shortages to Parts Manager
- Ensure proper receipt and distribution of all incoming goods and materials
- Assist in the loading and unloading of goods
- Assist shipper/receiver in duties whenever possible
- Provide parts to Mechanics as required
- Open received packages and ensure correct items ordered.
- Dress appropriately and maintain a professional appearance
- Interact with customers in a courteous and professional manner
- Other duties as assigned

Health & Safety:

- Good knowledge of and follow all safety policies, rules, regulations as required by the company and legislation.
- Ensure that safe lifting practices are followed. If the load is too heavy to lift, get help or use lifting equipment.
- Maintain good housekeeping standards within the warehouse and vehicle
- Ensure compliance with all safety policies, rules and regulations as required by the company and legislation.
- Comply with Highway Traffic Act, and drive in a safe, and courteous manner
- Cellphones are to be used for company business only, and must be used in a safe manner. Pull over to make calls while driving.
- Ensure all PPE is worn at all times and the use of any optional additional PPE
- Report any workplace hazards to Parts Manager
- Ensure correct handling and storage of all tools, product, chemicals, equipment



- Attend all mandatory H&S training sessions the company arranges i.e.:
Forklift training, WHMIS.
- Must wash before eating/drinking.
- Must have WHMIS.
- Forklift training where appropriate.

Machine Operation:

- Forklift
- Strapping Equipment
- Small hand tools, wrench, snips, cutter

Essential Skills:

- WHMIS certification
- Forklift training where appropriate

Physical Requirements:

- good physical condition prolonged standing
- frequent walking
- lifting, bending, twisting
- good hand/eye coordination
- able to multitask and work under time constraints
- not afraid of heights
- good perception of surrounding environment