



JOB DESCRIPTION

Job Title: DZ/AZ Delivery Driver	Version Date: 2018
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Division: Sylvite Agri-Services	Location: Norwich and Putnam	Page 1 of 2
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This position reports to the Dispatcher of the corresponding Sylvite Agri-Services location

CONDITION OF EMPLOYMENT:

- This position requires the employee to have a **valid “DZ” or “AZ” class drivers licence**
- Suspension or cancellation of licence for any reason is just cause for immediate termination without notice

JOB RESPONSIBILITIES:

DELIVERY/PICKUP OF LOADS

- Local deliveries within the Norfolk, Oxford and Elgin county areas
- Arrive at customer location at specified time
- Load and unload contents in a safe manner following required procedures
- Hand bomb inventory as required

TRANSPORTATION REGULATIONS

- Comply with all legislation dealing with hours of work and maximum hours worked between breaks at all times
- Immediately report any offences for which the employee or the company is charged in relation to any Federal Motor Carrier Safety Standards or Highway Traffic Act legislation
- Adhere to all laws, Federal, Regional and Jurisdictional as outlined in the Federal Motor Carrier Safety Standards

DISPATCH REPORTING

- Report to office on a daily basis for dispatch instructions
- Notify dispatcher of delays in excess of ½ hour
- Use two-way radio as needed to send or receive communications from dispatch

DOCUMENTATION

- Driver envelopes are to include – Bills of Lading and equipment inspections and all other customer and Sylvite documents that may be required for invoicing, or for safety and compliance
- All documents must be completed in full and must reflect correct and accurate information
- Provide driver’s license when renewed/updated (including renewal within 30 days of address change)

INSPECTIONS

- Conduct pre- and post- trip inspections as outlined in the Highway Traffic Act
- Report all vehicle damage as immediately as possible to the dispatcher

COMPANY KNOWLEDGE AND MUTUAL SUPPORT

- Become knowledgeable about all Sylvite divisions and the products and services they provide to customers
- Demonstrate adherence to ISO standards and other best practices
- Documentation of all processes and tasks for which a function is responsible
- Demonstrate a high degree of service to and in collaboration with other business units
- Provide support to other department members maintaining a sense of teamwork
- Provide positive feedback to others when possible; coach others for success
- Recommend opportunities for improvement of processes and systems as a result of the function performed or based on observations
- Recommend opportunities for reducing costs

KEY PERSONAL ATTRIBUTES REQUIRED FOR THE POSITION:

Ability to follow directions and procedures
 Timeliness
 Organizational Skills
 Flexibility, particularly with scheduling changes
 Ability to resolve discrepancies and maintain composure
 Good oral and written communication skills required for interaction with customers and dispatch

EDUCATION, EXPERIENCE and/or TRAINING REQUIREMENTS:

Education and Experience

6 months verifiable experience as a DZ Driver or AZ Driver
 Good CVOR and abstract
 Clean Police Clearance Certificate

Training

General Health & Safety Orientation
 WHMIS Training
 General Employee Orientation
 On-the-Job Training specific to function
 Hours of Service
 Paperwork Procedures
 Airbrakes
 Loss Prevention
 Customer Service training

WORKING CONDITIONS:

(unusual level of condition - measured according to duration, intensity and frequency)

Physical Effort

(physical activity - lifting, carrying, physical motion)

Hand bombing – up to 75 lbs
 Extended periods of sitting while driving

Physical Environment

(temperature, noise, other environmental or hazardous conditions)

Highway and road traffic conditions – moderately hazardous

Sensory Attention

(effect of the job on one or more of the senses)

Attentiveness required while driving

Mental Stress

(social disruption, increased anxiety/stress)

Normal