

Warehouse Worker/Local Driver Job Description

Company Overview:

Maher Bros./Riley Moving is a provider of moving and storage services in the state of Iowa. Established in 1922 Maher Bros./Riley Moving is an agent for Allied Van Lines.

Position Summary:

This position is responsible for loading, driving, and delivering customer property for the purpose of moving or storing their property with the help of Maher Bros.

Location:

One of Maher Bros. Locations

General Job Duties:

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Organization, and must conduct themselves with behavior that supports these values.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments and/or deadlines, as well as checking voicemails and/or emails as appropriate.
- All full-time employees are required to work at least 40 hours a week.
- All employees are expected to escalate issues as necessary.
- All employees must conduct themselves in a respectful and professional manner as outlined in the Company's code of ethics and conduct, as found in the policy book.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by management for one or all members of the team.
- All employees must occasionally collaborate with the leadership team to create, revise, and maintain accurate job descriptions.

Essential Job Functions: (EJFs):

- Managing household goods warehouse customer. Making sure shipments are property stored and location accounted for in warehouse. Making sure all documentation is in order. Assisting in unloading and unloading of shipments.
- Managing commercial storage customer. Checking in and out of materials for customer. Reporting any loss or damage to materials. Making sure all documentation is in order. Assist in reporting of account activity.
- Maintain a clean and orderly warehouse.
- Arrive every day to work in company approved uniform.
- Inspecting all vehicles every day and filling out a daily vehicle inspection report. Provide that report to supervisor and report any deficiencies.
- Assist in the vehicle repairs, licensing, DOT inspections, permits and preventative maintenance.
- Perform office and industrial moves and deliveries.
- Provide accurate logs in a timely manner according to company policy.
- Provide receipts to accounting for any expenses incurred.
- Provide detailed report of expenses in correlation with cash advances that were made.
- Transporting household goods shipments, locally, intrastate and interstate.
- Communicating to customers in a timely manner

- Communication with company associates in a timely and a professional manner.
- Adhere to Maher Bros. safety policies.
- Adhere to Allied/North American safety policies.
- Follow all rules regarding CSA and overall DOT compliance.
- Submit drug and alcohol testing. Pre-employment, re-qualification and random test.
- Maintain a valid CDL
- Maintain an valid medical card.
- Perform moves in a manner to prevent damage claims from customers
- Maintain high quality standards by adhering to Maher and Sirva quality guidelines and scores.
- Provide overall customer satisfaction.
- Maintain forklift certification.
- Other duties as assigned.

Cross Training Requirements:

- This position is responsible for willingly cross training with all Driver and Helper peers to the point of covering all basic responsibilities in the case of their absence.

Position Requirements:

The requirements listed below are representative of the knowledge skills and abilities required. Employees who do not possess the requirements for a job at the time of hire will not be considered for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Skills and Experience:

- Capable of working independently
- Must be able to complete detailed reports for billing purposes
- Customer service skills

Education and Credential Requirements:

This position requires a Class A Driver License with airbrakes and two years' experience transporting goods.

Language Requirements: The primary language of the Organization is English. Excellent communication skills, are defined as the ability to:

- Actively listen for total comprehension
- Relay information and/or instruction in a descriptive and understandable fashion in both written and verbal forms

Mathematical Requirements:

Basic math knowledge is required including addition, subtraction, multiplication, and division skills to the general degree.

Reasoning Ability Requirements:

Basic-level reasoning is mandatory in order to meet deadlines and appointments in a timely manner, deliver a high degree of customer service, and manage all Company-required paperwork.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
A. Activity Level	Percent of Time
Sedentary Work: Exerting up to 10 lbs. of force occasionally and/or up negligible amount of force frequently.	30%
Light Work: Exerting up to 20 lbs. of force occasionally and/or 10 lbs. of force frequently.	30%
Medium Work: Exerting up to 20 – 50 lbs. of force occasionally and/or 10 - 25 lbs. of force frequently.	30%
Heavy Work: Exerting up to 50 – 100 lbs. of force occasionally and/or 20 - 50 lbs. of force frequently.	10%
Total:	100%

Physical Functions of the Position						
C = Continuous	F = Frequent				O = Occasional	N = Not Applicable
More than 5.5 hours (67-100%) > 500 reps/day	2.5 to 5.5 hours (34-66%) 101-500 reps/day				Less than 2.5 hours (1-33%) 1-100 reps/day	Not at all or rarely
Activity	C	F	O	N	Essential Function	Comments
Waist to Floor Lift, 0-50 lbs.		X			Yes	Lifting of various equipment/materials/supplies ranging in weight from 0 to 50 lbs. between from floor to waist.
Waist to Floor Lift, 51-100 lbs.			X		Yes	Lifting of various equipment/materials/supplies ranging in weight from 51-100 lbs. from floor to waist.
Unilateral Waist to Floor Lift, 0-25 lbs.		X			Yes	Lifting of various equipment/materials/supplies ranging in weight form 0-25 lbs. from floor to waist.
Horizontal Lift, 0-50 lbs.		X			Yes	Horizontal lifting of various equipment/materials/supplies ranging in weight from 0-50 lbs. at approximately waist height.
Waist to Crown Lift, 0-50 lbs.			X		Yes	Lifting of various equipment/materials/supplies ranging in weight from 0 to 50 lbs. from waist to crown level.
Bilateral Carry, 0-50 lbs.		X			Yes	Carrying of various equipment/materials/supplies ranging in weight from 0 to 50 lbs. approximately 50 feet.
Bilateral Carry, 51-100 lbs.			X		Yes	Carrying of various equipment/materials/supplies ranging in weight from 51-100 lbs. approximately 20 feet.
Unilateral Carry, 0-25 lbs.		X			Yes	Carrying of various equipment/ materials/supplies ranging in weight from 0 to 25 lbs. approximately 50 feet.
Horizontal Push/Pull, 0-50 lbs. of force		X			Yes	Moving/transporting of various equipment/materials/supplies on level surfaces.
Horizontal Push/Pull, 0-100 lbs. of force			X		Yes	Moving/transporting of various equipment/materials/supplies on uneven surfaces and/or up/down stairs.
Vertical Pull, 0-100 lbs. of force			X		Yes	Moving/transporting of various equipment/materials/supplies up/down stairs.

Reach Below Shoulder		X			Yes	Reach heights at or below shoulder level to retrieve/maneuver various equipment/materials/supplies.
Reach at or Above Shoulder			X		Yes	Reach heights between at or above shoulder level up to approximately 72 inches to retrieve/maneuver various equipment/materials/supplies.
Elevated Work			X		Yes	Elevated overhead work for up to 120 seconds while completing various work related activities.
Stooping			X		Yes	Sustained forward flexion of the trunk required for less than 120 seconds while completing various work related activities.
Bending		X			Yes	Repetitive forward flexion of the trunk required to retrieve various equipment/materials/supplies and to perform various work related activities.
Twisting			X		Yes	Twisting/rotation of the trunk required to position oneself for various aspects of the job.
Squatting / Crouching		X			Yes	Partial to full flexion of the knees required to retrieve various equipment /materials/ supplies and to position oneself for various work related activities.
Kneeling			X		Yes	Full or half knee required to position oneself for various work related activities. Sustained kneeling for up to 120 seconds.
Climbing			X		Yes	Ascending/descending various height steps when entering/exiting various locations.
Climbing Ladders		X			Yes	Climbing of ladders required when loading/positioning materials within trailer.
Walking	X				Yes	Ambulating on various surface types both indoors and outdoors while performing various work related activities and communicate with co-workers.
Standing	X				Yes	Standing on various surfaces to perform work related activities.
Sitting		X			Yes	Sitting required when traveling to/from various destinations.
Balancing			X		Yes	Average balance required.
Fine Manipulation				X	No	Average gross coordination required to perform various aspects of the job.
Simple Grasping <25 lbs. of force		X			Yes	Gross hand grasping, with preferred hand of less than 25 lbs. of force to retrieve/maneuver/handle equipment/materials/supplies.
Firm Grasping 26-55 lbs. of force			X		Yes	Gross hand grasping, with preferred hand of 26 to 55 lbs. of force to retrieve/maneuver/handle equipment/materials/supplies.
Repetitive Hand / Wrist Activities	X				Yes	Repetitive bilateral finger flexion/extension and wrist flexion/extension/radial deviation/ulnar deviation to complete various work activities.
Repetitive Keying / Mousing				X	No	Not required.
Operates Hand Controls			X		Yes	Operates various controls for safety with driving of semi-trailer.
Operates Foot Controls			X		Yes	Operates foot controls for safety with driving semi-trailer.
Drives Car / Truck			X		Yes	Drives semi-trailer to/from various locations for loading/unloading of products.
Operates Moving Equipment, Forklift/Skid Mover/Other				X	No	Not required.

FLSA Status:

Non-exempt: These employees are defined legally as working at least 30 hours per week and paid hourly, however, full time positions at Maher Bros. require at least 40 hours per week. This position is considered full time and if overtime is approved, non-exempt employees will earn time and a half the regular hourly rate. Full time employees are eligible for benefits.

Schedule Expectations:

The Organization's normal hours of operation are from Monday through Friday, from 8:00 am to 5:00 pm. Saturdays may be needed for this position during the peak season.

Supervision Requirements:

This position reports to: Warehouse Manager

I fully understand the responsibilities of this position and believe them to be reasonable. Additionally, I attest that I am fully qualified, and capable of performing these job requirements successfully.

Name (Print)

Signature

Date