

Saratoga Sod Farm
374 Route 4
Stillwater, NY 12170
518-664-5038 Fax 518-664-3559
www.saratogasod.com

Job Title: Driver/Company Representative

Supervisor: Farm Manager: Steven P. Griffen

Term of Employment: Seasonal Full Time 3/15-12/15 (approximately)

Salary: Hourly (commensurate with experience)

Work Hours: 10 hours daily. Variable start times depending on delivery schedule

Qualifications: Class A CDL and clean driving record.
Heavy equipment and forklift experience.
Excellent communication skills.
Customer Service Orientated.

Benefits: Local runs-home nightly, paid vacation, personal, medical leave, bereavement, paid holidays
½ individual health insurance paid, weekly paycheck, direct deposit, savings, dental, vision,
and retirement plan (some benefits not available for 30 days post start)

I. Responsibilities

- Load trucks, secure loads, drive delivery trucks to job sites and unload sod on either pallets or big rolls.
- Perform necessary daily inspection and maintenance of delivery trucks (ie: all fluids, fuel, tires, lights, etc.) Immediately report any needed repairs to shop foreman and follow through to ensure repairs are completed.
- Provide technical assistance to customers on proper sod installation procedures.
- For Big Roll jobs, communicate rollout procedures with job foreman, operate forklift for rollout, educate, communicate with and supervise site labor crew for proper installation procedures.
- Keep accurate and neat records necessary to comply with all trucking and company regulations. Complete paper work for product delivery and collect payment when necessary.
- Portray a company image of professionalism and excellence to our customers and the general public at all times.
- Communicate the attitudes and interests of customers with the office manager and the farm manager so we may most efficiently provide for the needs and desires of our customers.

II. Working Relationships

The Driver/Company Representative is supervised by the Farm Manager. He/she also communicates directly with and takes direction from the Office Manager, Production Mgmt. Assistant and Shop Foreman when working in their discipline of responsibility. In addition, the Driver/Company Rep. interacts with both wholesale and retail customers and the general public on service, educational and sales levels.

III. Job Duties

Sod Deliveries:

- (90%) Loading, securing, driving, and unloading sod for customers at various job sites. Complete necessary paper work/record keeping. Interact with customers at job sites and represent Saratoga Sod in a professional manner.
- (5%) Equipment maintenance
- (3%) Big Roll, roll-out service
- (2%) Training and research necessary to stay abreast of new technology and regulations.

IV. Working Conditions

Trucks in good condition, outdoor work, all weather conditions (dirty, windy, wet, hot, dry, cool or just perfect), overtime will be necessary when we are busy, and heavy lifting and physical exertion may be necessary.

V. Job Experience

<u>Req.</u>	<u>Des.</u>
X	Class A CDL with a clean record
X	Interpersonal communication skills
	X Knowledge and experience in turfgrass maintenance
	X Knowledge and experience in equipment maintenance/repair
X	Experience in operating farm or heavy equipment
	X Sales and Marketing experience

VI. Skills

<u>Min.level</u>		<u>Min. level</u>	
<u>Required</u>	<u>Category</u>	<u>required</u>	<u>Required</u>
High	Flexibility	Med.	Judgment
High	Oral communication	Med.	Salesmanship
High	Customer Oriented	Med.	Stress tolerance
Med.	Written communication	Med.	Sensitivity
Med.	Initiative	Low	Management control
Med.	Leadership	Low	Delegation
Med.	Planning/Organization		

VII. Performance Factors

Punctuality to jobsite, customer satisfaction, safety record, condition of trucks and quality of service (unloading & image), overall attitude