

## Parts Driver - Toyota Chula Vista

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Company: Sunroad Enterprises

Location: Chula Vista

Category: transportation-and-material-moving

## Parts Driver - Toyota Chula Vista

Main St, Chula Vista, CA , USA Req # Wednesday, April 17,

### Parts Driver

### Non-Exempt

### Job Summary:

A Parts Driver delivers and picks up parts and equipment for the dealership. Drivers also check invoices to ensure that the parts ordered were correctly pulled for delivery to the customer. The delivery driver must account for cash on COD orders and maintain an accurate, detailed delivery log.

### Essential Functions:

Picks up and delivers parts and equipment to customers, satellite stores, wholesale accounts, and vendors.

Checks with the Parts Manager, Wholesale Representative, Inventory Control Administrator, Parts Counter people, or Shipping and Receiving Clerk before leaving to coordinate any last-minute pick-ups or deliveries.

Verifies that invoice matches purchase order for each pick-up.

Keeps an accurate log of daily deliveries and pick-ups.

Requests recipient's signature on each delivery entry.

Unloads truck each night.

Turns in all paperwork and undelivered parts.

Handles basic maintenance of the truck including filling tank with gas, checking oil, keeping it clean, and making sure required inspections are performed.

Advises parts manager if delivery trucks need major repairs and/or maintenance.

Helps with stocking and posting orders when they arrive to expedite delivery to shop technicians and wholesale accounts.

Maintains professional appearance.

Other duties may be assigned as needed.

**Qualifications:**

**Minimum Qualifications:**

High school diploma or equivalent

Valid Driver's license and safe driving record; required to have California within 30 days

Ability to regularly lift 30 pounds; occasionally lifting lift up to 50 pounds

Ability to perform all essential functions of the job description

**Preferred Qualifications:**

Ability to drive safely in various weather conditions.

Ability to use navigation tools such as onboard GPS, smartphone apps, and/or web-based or physical maps.

Ability to plan delivery routes and maintain manifests.

Ability to maintain basic logs and records.

Ability to carry out a series of instructions without constant supervision.

Excellent customer service skills and remain professional and courteous at all times.

Exceptional organizational skills as well as a firm understanding of automotive components and their association with a vehicle are useful when working in the parts department.

### **Physical Demands:**

Must be able to lift up to 30 pounds regularly.

Must be able to sit for long period of time, and be able to stand, stoop, and reach in order to load and unload packages with and without dollies in various types of weather.

### **Environment/Noise:**

Must be able to work safely in a noisy area with many odors present.

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