



## CAREER OPPORTUNITY

<b>Job Title:</b>	Delivery Driver/Warehouse Worker
<b>Department:</b>	Field Services
<b>Reports To:</b>	Sr. Field Services Manager
<b>FLSA Status:</b>	Non-Exempt

**Position Summary:** The Delivery Drive would be driving gasoline or diesel-powered vehicles to transport and deliver products. The goal of their role is to provide:

- Organizes truck and other company vehicles from warehouse.
- Determining best schedule and routes to drive efficiently and profitability.

## Why Work at iSpace Environments?

We're an inclusive and dynamic group of Professionals with Personality. Our set of six Core Values keep us on track to help our clients and partners achieve the best in work and learning environments. iSpace Environments is an agile company, born on the philosophy that people will carve their own path and it's our job to support them. Below are the six core values that our team embodies:

1. **EXCELLENCE:** We challenge our ideas so that the result is thoughtful & extraordinary.
2. **INTEGRITY:** Dependability, empathy, and honesty define our relationships both internally and externally
3. **EXPERTISE:** We continue to refine our skills to always be relevant & resourceful
4. **CREATIVITY:** We commit to being imaginative, inventive and authentic in solutions
5. **WORK ETHIC:** We recognize that one choice impacts another in projects & within our environment
6. **FUN:** We value a culture that is positive, fresh and collaborative

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Drives truck to and from destinations.
- Responsible for safety and mechanical condition of truck including truck inspections for defects before and after trips.
- Schedules routine maintenance and repair work on equipment.
- Maintains driver log according to DOT regulations.
- Loading and unloading truck is required.

**You're Pretty Great at These Things:** To perform the job successfully, an individual should demonstrate the following.

**ADAPTABILITY** – Accepts criticism and feedback. Adapts to changes in the work environment. Changes approach or method to best fit the situation. Manages competing demands.

**ATTENDANCE** – Arrives at meetings and appointments on time. Begins work on time, ensures



responsibilities are covered when absent. Keeps absences within guidelines. Schedules time off in advance.

**COMMUNICATIONS** – Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Good presentation skills. Keeps others adequately informed. Selects and uses appropriate communication methods.

**DEPENDABILITY** – Commits to doing the best job possible. Follows instructions, responds to management direction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

**JUDGMENT** – Displays willingness to make decisions. Exhibits sound and accurate judgment. Includes appropriate people in decision making process. Makes timely decisions. Supports and explains reasoning for decisions.

## You've Got the Creds: (Requirements)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION/EXPERIENCE:**

- Commercial Truck Driver Certificate from college or technical school; or three years related experience and/or training of equivalent combination of education and experience.

### **COMPUTER SKILLS:**

- Basic computer entry

### **CERTIFICATIONS:**

- MN DOT Health Card
- MN Class D Driver's License
- Forklift Certificate

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate.

## Physical Demands

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.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.



The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

## **Equal Employment Opportunity Employer**

iSpace is an equal opportunity, affirmative action, and veteran-friendly employer. iSpace recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply. We will make reasonable accommodations to all qualified applicants with disabilities.

### **Benefits:**

1. Medical Benefits
2. Dental & vision insurance
3. 401K with a 50% employer match on the first 6%
4. Section 125 plan
5. 15 days of Paid Time Off effective 90 days after employment
6. 8 paid holidays

Please direct inquiries and submit resume at [careers@ispaceenvironments.com](mailto:careers@ispaceenvironments.com)