



Delivery Driver

FLSA Status: Non-Exempt

Reports To: Plant Leader

TRAVEL: 90%

Positions Supervised: None

POSITION SUMMARY

Responsible for: shipment and delivery of prepared products to customers within specified due dates; ensuring the accuracy and completeness of orders **Standard work:** 1.) Pick & load orders for customer delivery 2.) Deliver customer orders & vendor pickups 3.) Schedule maintenance/regular upkeep of tractor/trailer to DOT standards. 4.) Unload truck and receive in needed items. 5.) Other warehouse duties

ESSENTIAL DUTIES

- Committed to the Mission, Vision, and Values of Nicolet Plastics LLC.
- Follow all Nicolet safety policies and procedures.
- Follow all Wisconsin DOT regulations and procedures as it pertains to holding a valid Commercial Driver's License (CDL)
- Follow all Wisconsin DOT regulations as it pertains to the safety and legality of Nicolet's tractor(s) and trailer(s).
- Adhere to all customer requirements when on their premises.
- Pick orders per pick ticket and wrap as needed.
- Verify picked orders for accuracy compared to shipping documents. Examine finished goods and
- Pack, seal, label and prepare orders for shipping, following any/all required Nicolet and/or customer procedures and requirements, using work devices such as scales, hand tools, hand and/or automated stretch wrapper.
- Evaluate delivery & pickup destinations and execute most efficient route.
- Maintain records of shipped/received product.
- Confer and correspond with NPL personnel to rectify problems with deliveries/pickups, such as damages, shortages, and nonconformance to specifications.
- Load and unload delivery trucks using forklift or pallet jack, following all safety standards.

ESSENTIAL DUTIES (Continued)

- Keep finished goods warehouse neat and orderly.
- Ensure materials and components are available for production through timely receipt.
- Perform receiving inspections per company policy and procedure as needed.
- Operate PIT such as forklift or electric pallet jack.
- Receive materials picked up from suppliers as needed.
- Deliver accurate and complete orders per customer specification.
- Assist in managing customer returnable packaging programs
- Ensure accuracy of shipment through verification of Bill of Lading.
- Document preventive maintenance and daily equipment safety checks in the vehicle logbook.
- Coordinate required maintenance with Nicolet approved vendors.
- Reflect a positive NPI image through communication with receiving personnel at customer location when delivering goods.
- Other duties as assigned by Plant Leader.

EDUCATION AND/OR EXPERIENCE

- Valid Wisconsin Driver's License – Class A Commercial Driver's License (CDL) required with clean driving record.
- 3 years of CDL experience.
- High School Graduate or General Education Degree (GED)
- Minimum of one-year related work experience in a manufacturing environment is preferred.
- Requires good oral and written communication skills to interact with Team Members vendors, visitors, and customers
- Basic computer skills, IQMS ERP system experience preferred
- Forklift, Pallet Jack certification with proven history of working safely
- Ability to work independently with minimal supervision
- Willing to work collaboratively with the entire team to meet the needs of our customers

PHYSICAL DEMANDS

While performing the duties of this job, the Team Member is frequently required to stand for long periods of time; walk, handle tools, or controls; communicate and listen (hear). The Team Member is occasionally required to climb or balance. The Team Member must frequently lift and/or move parts, reports, files, office supplies, etc. weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed primarily in a manufacturing environment; moderate to high levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. Occasional work in an office

environment with use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout entire shift.

By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Delivery Driver.

Team Member Acknowledgement

Date

By signing below, I acknowledge the employee is generally competent to perform the above essential job functions as a Delivery Driver.

Management Resource Acknowledgement

Date

Updated 09/23/25