



Job Title	Class B Driver L1	Employed Status	At-will
Location/Department	Warehouse/Rancho Cucamonga	Travel Required	Yes/California Statewide /Essential function of the role
Salary Range	\$18 per hour	Position	Full-time/Day Shift/40hr week
Reports To	Warehouse Manager	Direct Reports	No
Comp Category	Non-Exempt / Hourly Paid	Remote Worker	No

Job Rationale

Job Purpose:

Drivers support the service of the movement of materials to meet demands of ITP and Customers. This role is a key operational position requiring safe, accurate, timely and cost-effective movement of materials and paperwork.

This role interacts with:

Role interacts regularly with warehouse, purchasing and sales departments, other ITP warehouses as well as customers and vendor's will-call. Drivers are the point of contact between us and customers and must provide excellent customer service.

Job Importance:

Business Critical – materials must get where they need to be, on time and transported safely, limiting cost and maintaining accurate paperwork.

Financial Responsibility:

None. Carries fuel card.

Organization Overview:

Industrial Threaded Products, Inc. (ITP) is a \$22m company experiencing annual growth and recent expansion through acquisition of Construction Tool and Threading. The continued success of ITP is entirely dependent on the sales, distribution and manufacture of threaded products and fasteners. The Brea, CA headquarters hosts centralized accounting, sales and purchasing functions as well as packaging and kitting operations and is the Southern Californian base for directors of the business. Fabrication and manufacturing operations sit within the Rancho Cucamonga, CA facility and the Fresno, CA hub services Northern California. All sites deliver to customers, manage VMI's and offer will-call. ITP has been family owned and operated since 1979 servicing the Western United States. ITP's core business is the construction industry, but our industry knowledge is diverse and satisfies several industries and market segments. Our fundamental strength rests in our customer service, product knowledge and value pricing. ITP is the "go to" company for both standard and hard to source fastener needs.

ITP's Core Values

Our core values are intrinsic in all we do, and all employees must learn and work to them in all they do:

Serving (*we thoroughly enjoy providing a level of quality & service that goes far beyond what is expected*)



Hardworking (we are passionate and will outwork any competitor with efficiency and relentless focus)

Innovative (we choose to be a solutions-driven company committed to strategic innovation)

Relational (people matter deeply to us and we treat them with the highest level of respect and loyalty)

Trusted (we are honored by the level of trust given to us by our customers and we embrace our reputation)

Physical Requirements

Physical Activity:- High impact activity loading and unloading followed by long periods of sitting / driving.

Strength:- High Levels required, lifting up to 50lbs

Agility:- High Levels - ability needed to bend, reach, sit or stand, walk, lift, stretch and step up and down to get in and out of vehicles

Frequency:- Majority of week involves moving / lifting, sitting positions and use of power trucks.

Duration of effort:- Entire Shift. Lifting and moving, operating a forklift, phone and computer, sitting, bending, leaning and reaching will be required for much of each working day.

Training Plan

- 30, 60 and 90 day training and mentoring plan to work to upon hire
- Fastener Institute Product training videos during onboarding and thereafter (20+ courses)
- 90 Day Performance Review
- Mentor to work with (ongoing).

Essential Functions of the Role

Administration and Communication (10% of role)

- Update and use P21 system (daily) and communicate with warehouse and manager on daily requirements
- Manage paperwork systems in all areas, packing notes/picking notes, shipping/receiving notes etc
- Ensure paperwork accompanies all deliveries and collections and that returned paperwork gets to the correct internal places

Loading, Driving and Delivering (90% of role)

- Running your own workload once briefed, daily this may include (but not be limited to) picking and packing own orders for delivery, loading and unloading vehicles, securing shipments, checking paperwork, route planning and communicating daily with the warehouse team and/or manager on the deliveries of the day, and escalating any issues each day with the warehouse manager.
- Operates company DOT regulated vehicle in conjunction with law and company policies
- Communicating politely with all vendors and customers and representing ITP positively on their sites
- Adhering to any customer site requirements (signing in/wearing of PPE/restricted areas)
- Use of GPS system for communications and for driver safety monitoring
- Maintaining safety and process standards as set, working safely and efficiently
- Keeping a clean and maintained vehicle with an operational hands free system for all cell phone use
- Delivering goods in a timely manner, obtaining proper signatures and maintaining delivery logs



- Safe movement and storage of goods onto and off of company vehicles
- Collection of items from vendors, platers and 3rd party sites.
- Managing other paperwork transportation, checks and internal branch transfers as needed

Following responsibilities carry over into the above categories

- Attending Monthly Safety Meetings and practicing manual handling safety
- Ensuring movement around the warehouse operation safely on foot and including safe fork lift use
- Ensuring use of harnesses and seat belts when operating power trucks and vehicles
- Reporting and replacement of safety materials *eg damaged harnesses – vehicle issues and PPE
- Ensuring safety sheets and DOT vehicle checks are performed daily and that any vehicle faults/damage or anomalies are reported immediately and any unsafe vehicle is not attempted to be driven.
- Ensuring that your driving license is maintained in full, as required and that any accidents or license changes/points/suspensions are reported to the Warehouse Manager as soon as they are known.
- Returns, damages and missed deliveries managed promptly
- Maintaining and managing own Class B license elements, e.g. arranging Medical.

IT systems

Ability to use PC, printers, GPS Software, cell phone, ERP system and RF handheld scanners

Targets and Goals

All goals should be understood and met as set by your Warehouse Manager.

This is not an exhaustive list and other duties related to material movement processes may be required. ITP is ADA compliant and welcomes requests for accommodations to the listed duties.

Person Requirements:

REQUIRED:

- Must have valid CA Driving License, Class B, 18' Stake Bed (1 year+) experience of commercial driving
- Must be (1 year+) Class B Commercial license holder with AIR BRAKE ENDORSEMENT
- Must have current DOT medical card and be able to pass DOT physical as required by California Law
- Must have ability to learn/use computer system, cell phone, GPS, RF scanner, printers
- No DUI's/reckless driving within past 5 years
- No more than 2 moving violations and/or

DESIRABLE

- Experience in the fastener industry
- Experience in construction or waterworks industries
- Experience of using Epicor P21 ERP system
- Bi-Lingual is a plus (Spanish)
- High School diploma or equivalent



accidents in the past 3 years. • Ability to strap down loads and secure cargo with load bar • (1 year) fork lift experience • Strong verbal and in-person communication skills • Strong attention to detail / levels of accuracy • Ability to read product labels • Ability to pre-empt, business' needs and excellent time management skills	
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