



959 South Kipling Parkway, Suite 200
 Lakewood CO 80226
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 www.coloradonga.org

Job Posting

CDL Delivery Driver

Date Posted: January 15, 2025

Company: Durango Nursery & Supply

Position Title	Department	Reports to
CDL Delivery Driver	Operations	Hardgoods Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

Position Summary

The primary focus of this position involves delivering plant and hardscaping material to customers. Dispatch duties may include scheduling and routing product deliveries to customers. This position will also include working with the Operations Supervisor in pre-staging, prepping, and pulling materials scheduled for delivery. The Delivery Driver will ensure equipment is operating efficiently and all safety protocols are being implemented. The position involves standard customer service and requires experience with operating equipment. Must be able to work in a fast-paced environment that consists of both indoor office work and outdoor yard work. This is a full-time but seasonal position during the months of March – November.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Scheduling and routing product deliveries
- Contacting customers to arrange deliveries and keeping customers informed of delivery status
 - Assign payment processing or other duties to the Office Assistant as needed
- Making sure trucks are loaded properly and that all loads fall within standard weight limits for each vehicle
- Assessing job site delivery requirements and assigning appropriate delivery vehicles
- Delivering product and material to customers
- Coordinating fleet maintenance and ensuring all repairs are completed properly and up to safety standards
- Coordinating with the Operations Supervisor and/or Equipment Operators to pull & pre-stage deliveries
- Ensuring that all OSHA and federal and state road procedures are followed
- Additional responsibilities may be added by the Hardgoods Manager as needed.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Experience with operating machinery and mechanical knowledge required
- Current CDL Class B License required
- Experience with loading plant and tree material preferred



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- Familiarity with the Four Corners region is necessary
- Knowledge of safety protocols with equipment required
- Be able to work a physically demanding job in various weather conditions
- Able to work on feet consistently with some repetitive movement
- Knowledge of hardscaping materials and landscape rock preferred
- Customer service experience preferred
- Knowledge of Microsoft Office and QuickBooks POS preferred
- Strict adherence to company philosophy/mission statement/sales goals
- Strong project management skills with the ability to supervise multiple projects at once
- Able to multitask, prioritize, and manage time efficiently
- Be able to commit to a regular schedule each week
- Interact well with others with good communication skills and a commitment to teamwork
- Ability to think quickly and act decisively
- Basic understanding of the horticulture and nursery industry or prior experience in a nursery or garden center a plus

BENEFITS AND COMPENSATION

- \$25/hr to start
- HRA (after 90 days)
- 401k with company match (after 1 year)
- Sick Pay
- PTO (after 1 year)
- Employee Discounts

Physical Demands and Work Environment

This position involves working outdoors in all elements and indoors in an office setting. Can involve bending over, continual movement, being on your feet for many hours at a time and sitting in machinery. It is a dusty environment with frequent noise from machinery, radios, and telephones. There will be lifting and loading of bagged goods up to 50lb. at a time. Safety equipment is mandatory and provided. Prolonged periods of sitting and working on a computer required in office portion of position. It is a busy and dynamic environment through the Summer. While you are expected to work independently on various nursery projects, you are still expected to be readily available to all customers and staff members needing assistance.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels



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of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.