



**Shur-Co®, LLC**  
World Headquarters  
2309 Shur-Lok St.  
PO Box 713  
Yankton, SD 57078-0713  
Ph: 1-605-665-6000  
Fax: 1-605-665-0501  
[www.SHURCO.com](http://www.SHURCO.com)

**Job Title:** Warehouse/Shipping Driver  
**Type:** Full Time  
**Schedule:** Monday – Thursday 7:00a – 4:30p, Friday 7:00a – 11:00a  
**Department:** Shipping & Receiving  
**Reports To:** Shipping Manager

#### **ABOUT SHUR-CO®:**

Shur-Co®, LLC, is headquartered in Yankton, South Dakota, and is a leading provider of covering systems, parts and service to the global transportation market. With over 60 years of industry experience, Shur-Co® now manufactures a wide offering of tarp systems and accessories for trucks, trailers, carts and specialty equipment used in the agriculture, construction, waste and flatbed markets. Shur-Co® operates 13 production sites and sales locations in the United States, Canada and the United Kingdom, giving you the opportunity to work with employees and customers all over the world. We are always looking for well-qualified candidates to fill a variety of open positions. Check out all of our opportunities at [www.Shur-Co.com/employment](http://www.Shur-Co.com/employment).

#### **SUMMARY**

The main purpose of the Shur-Co Warehouse Driver is to assist with transporting orders over designated routes, ensuring safe operation of vehicles, and loading and unloading orders.

This candidate will also be responsible for providing support in the shipping department between deliveries, and in other times of need.

**RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists with the delivery of Shur-Co products
- Drives vehicles (e.g. truck, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Provides simple maintenance of delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Maintains records (e.g. delivery log, etc.) for the purpose of documenting activities and providing reliable resource information.
- Read computer files or gather various records as needed
- Print packing list for orders shipped and generate back orders at time of original order shipment.
- Wrap and bundle tubing for orders as needed.
- Attendance and dependability are essential job functions, you must report to work on time and accurately

#### **QUALIFICATIONS**

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 and/or EXPERIENCE:**

1. High school diploma or general education degree (GED).
2. 3-5 year of previous driving experience strongly preferred.

#### **MATHEMATICAL SKILLS**

1. Must be detail orientated and ability to add, subtract, multiply, and divide in all units of measure

#### **LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively and maintain a good attitude when dealing with customers throughout the delivery process.



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#### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

#### **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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. On a daily basis the employee must frequently lift and/or move up to 35 pounds and occasionally lift and or move up to 75 pounds, if over 50 pounds employee must ask for assistance and two people will lift it. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. On a daily basis the employee must frequently lift and/or move up to 35 pounds and occasionally lift and or move up to 75 pounds, if over 50 pounds employee must ask for assistance and two people will lift it. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **CERTIFICATES & LICENSES**

Must be able to pass forklift certification test and drive a forklift.

**Must have a valid Commercial Driver's License (CDL) and the ability to maintain it.**

**Must have a valid DOT Medical Card, or be able to get one.**

### **Employment will be based on the successful completion of a criminal background check**

Please contact Human Resources at 605-665-6000 for questions on the application process.  
The position will remain open until filled.