



Position: Parts Delivery Driver
Department: Parts
Reports To: Parts Manager
Supervises: None
Job Group: Laborer
Exempt or Non-Exempt: Non-Exempt

Job Description:

This individual keeps everything moving – driving between locations to deliver parts and supplies, ensuring orders are accurate and on time. They also jump in to support the parts team with inventory, shipping, and organization.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Follow all instructions for pick up, transport and delivery of parts and supplies for the dealership or to/from customers of the dealership.
- Provide customer service during deliveries and handle basic questions.
- Account for all distance traveled in performing assigned duties.
- Keep records of pickup and deliveries and obtain necessary signatures and receipts as requested by supervisors (and may be necessary to complete accounting documentation for sales).
- Maintain vehicle in a safe operating condition. Advise supervisor or manager of necessary repairs.
- Prepare all reports and forms required in conjunction with work assignments.
- Help with inventory, shipping/receiving, and parts department tasks when not on deliveries.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- A valid driver’s license and clean driving record required.
- Ability to safely operate a delivery vehicle and follow all traffic and safety regulations.
- Ability to lift and move parts and materials (typically up to 50 lbs or more).
- Strong attention to detail to ensure accuracy of parts, orders, and delivery documentation.
- Strong customer service and communication skills.
- Ability to work independently, manage time effectively, and stay organized.
- Familiarity with local routes and ability to plan efficient deliveries preferred.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting			X	
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)			X	
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)			X	
Twisting (waist)			X	
Hand Use: Dominant Hand Right ___ Left ___			X	
Is repetitive use of hand required?			X	
Simple Grasping			X	
Power Grasping		X		
Fine Manipulation			X	
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.				X
11-25 lbs.		X		
26-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs.	X			
Carrying:				
0-10 lbs.				X
11-25 lbs.		X		
26-50 lbs.		X		
51-75 lbs.		X		

76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?				X