



Job Description

Job Title: **Truck Driver**

Reports to:

**Dispatch Mgr.
Branch Manager**

Department: **500 - Driver
40 – Rockford**

Effective Date:

6/7/2017

Level/Grade:

Type:

Full Time

Contract

Part Time

Intern

Status:

Exempt

Non-Exempt

Position Summary:

Transport goods to customer locations in a timely, safe, and courteous manner. Unload cargo at customer destination.

Essential Functions:

- Safely and efficiently operate a variety of trucks (straight boom truck, semi-tractor trailer).
- Complete pre-trip and post-trip inspections and document any anomalies.
- Follow delivery/pickup instructions from dispatch department.
- Unload cargo at customer destination.
- Keep record of materials and products transported.
- Promptly report all incidents/accidents.
- Maintain daily and monthly trip logs according to local, state, and federal regulations.
- Adheres to all Company safety rules, standards, and guidelines.
- Assist with warehouse duties as needed.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Must be able to drive a stick shift truck.
- Requires strong organizational skills and attention to detail.
- Requires the ability to effectively build rapport with both internal and external customers.
- Requires a positive attitude and ability to function both independently and in a team setting.
- Must possess strong mathematical aptitude.
- Must be able to prioritize multiple responsibilities and manage time effectively.
- Must be able to communicate in English with regard to the essential functions of the position.

Required Experience and Education:

- Valid class "A" CDL stick shift interstate license.
- Valid medical card
- High school diploma or GED.
- One year of prior truck driving experience preferred.

Physical Demands:

- Must be able to lift, carry, push and/or pull 50 lbs.
- Requires visual, hearing, and speech acuity.

- Requires the ability to sit, stand, and walk long distances for extended periods of time.
- Exposure to extreme temperatures and elements, noise, and fumes.

Disclaimer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____