

Truck Driver

Department: Shop

FLSA Status: Non-Exempt

Grade/Level: N/A

Work Schedule:
Generally Monday - Friday, 7:00am to 5:00pm

Job Status: Full Time

Reports To: Shop Supervisor/Field Operations
Manager

Amount of Travel Required: Varies - generally day
trips

Positions Supervised:
None

POSITION SUMMARY

Drive a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, equipment or materials in liquid, loose, or packaged form. May be required to unload truck. Requires a commercial drivers' license. Have basic knowledge to operate construction equipment to load/unload.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Follow appropriate safety procedures for transporting dangerous goods.
- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- Maintain logs of working hours and of vehicle service and repair status, following applicable state and federal regulations.
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Drive trucks with capacities greater than 3 tons to transport and deliver products or other materials.
- Secure cargo for transport, using ropes, blocks, chain, binders, or covers.
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Read and interpret maps to determine vehicle routes.
- Couple and uncouple trailers by changing trailer jack positions, connecting or disconnecting electrical lines, and manipulating a gooseneck.
- Collect delivery instructions from appropriate sources, verifying instructions and routes.
- Drive trucks to weigh stations before and after loading and along routes to document weights and to comply with state regulations.
- Operate equipment, such as truck cab computers, CB radios, and telephones, to exchange necessary information with bases, supervisors, or other drivers.

- Check conditions of trailers after contents have been unloaded to ensure that there has been no damage.
- Crank trailer landing gear up and down to safely secure vehicles.
- Wrap goods using pads, packing paper, and containers, and secure loads to trailer walls, using straps.
- Perform basic vehicle maintenance tasks such as adding oil, fuel, and radiator fluid, or performing minor repairs.
- Load and unload trucks, or help others with loading and unloading, operating any special loading-related equipment on vehicles and using other equipment as necessary.
- Inventory and inspect goods to be moved to determine quantities and conditions.
- Remove debris from loaded trailers.
- Climb ladders to inspect loads, ensuring that cargo is secure.
- Give directions to laborers who are packing goods and moving them onto trailers.
- Perform emergency roadside repairs such as changing tires and installing light bulbs, tire chains, and spark plugs.
- Clean up around shop and yard, including mopping office floor, empty trash cans, sweep shop and office floors, and run errands as required.
- Keep yard and outside property clean and neat. Assist in removal of snow on sidewalks and parking areas as needed.
- Check oil, gas, and air in tires of company vehicles and equipment.
- Perform equipment repair and maintenance as directed.
- Take and read fuel tank meters on a daily basis.
- Make sure all keys are out of company vehicles and secured that are in the yard daily.
- Keep records of allocation of time to jobs, equipment, shop, and phase them properly.
- All other items as designated by the Shop Supervisor.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Essential Functions, Ability - Essential Functions, Ability - Skill & ability to perform the essential functions of the job.
- Essential Functions, Performance - Essential Functions, Performance - Applies skill and ability to perform the essential functions of the job.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.

- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Reliability - The trait of being dependable and trustworthy.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Tenacious - Ability to hold steadfast and complete a goal.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED)

Experience: Two to four years related experience

Computer Skills

Certificates & Licenses

Valid Ohio Driver's License and CDL.

Other Requirements

Clean driving record. Must be able to add and subtract numbers. Must be able to read, write and speak English.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	F (Frequently)
Sit	C (Constantly)	21-50 lbs	F (Frequently)
Handling / Fingering	O (Occasionally)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	F (Frequently)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Sense of Sound (Full Range)
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Various)

WORK ENVIRONMENT

Generally performed at jobsite locations, shop/yard areas which may be dirty, dusty, greasy, and are subject to various weather conditions.

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.