

## **Driver – CDL Class A**

### **JOB SUMMARY**

Prepare orders, load and unload trucks, deliver to customer over established route adhering to all company work rules and DOT regulations.

### **ESSENTIAL FUNCTIONS:**

- Perform daily inspections on all safety sensitive equipment (trucks/forklift/electric jacks), to be utilized in preparing, and or, the delivery of orders as per OSHA and DOT regulations.
- Pick and check customer orders accurately and efficiently, load and unload trucks, verify shipping and receiving quantities.
- Keep all equipment clean and free of debris including truck cab and truck bays, wash exterior of truck/trailer on a frequent basis.
- Keep warehouse and work environment clean.
- Operate all equipment in a safe and orderly fashion.
- Report any accident or injuries immediately.
- Maintain professional appearance with company supplied uniforms.
- Deliver orders to customers in a prompt, professional and polite fashion.
- Rotate product
- May plan route to insure most economical use of time and equipment
- Adhere to work schedule.
- Other duties as assigned by supervisor.

### **MINIMUM JOB REQUIREMENTS:**

Education and Experience: High School diploma or GED preferred. Considerations will be made with persons possessing proper experience in absence of diploma or GED relevant to position they are applying for.

### Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of traffic laws and defensive driving.
- Skill in operation of listed tools and equipment.
- Ability to safely drive various vehicles.
- Ability to establish and maintain effective relationships with employees, supervisors and the general public.
- Ability to communicate effectively.
- Ability to work independently.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to make independent judgments which have moderate impacts on the organization.
- Valid Class A CDL License

### **SUPERVISION RECEIVED**

Works under the general supervision of the warehouse manager.

### **RESPONSIBILITY FOR PUBLIC CONTACT**

Daily contact requiring courtesy, discretion, and sound judgment.

### **LICENSING AND CERTIFICATION**

#### **Required: Valid CDL Class A License**

Valid Forklift Certification- Driver/Warehouse

### **TOOLS AND EQUIPMENT USED**

Transportation vehicles, Class (A,B,C) CDL Trucks, full size vans, pickup truck, forklift, pallet jack, motorized pallet jack, hand truck, shovels, wrenches, telephone, and hand tools.

### **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 frequently required to sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk.

The employee must be able to lift up to thirty pounds regularly; thirty five to one hundred eighty pounds frequently. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the 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 frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.