

Job Title: Commercial Truck Driver
Reports To: Terminal Manager
Salary Level: Depends On Qualifications

SUMMARY

Drives assigned route in either Minnesota, North Dakota, or Wisconsin to designated loading area to have truck/trailer loaded or unloaded of materials hauling. Performs daily Pre- and Post-trip inspections. Complete and submits the vehicle condition report at the end of the shift. Secures receipts for loads dropped off or loads received.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Walk around visual inspection to check for water, oil, fuel, and hydraulic system leaks, and air leaks. Inspects tires, wheels, brakes, and suspension. Inspects safety equipment, gauges, fluid levels, lighting system, and checks to ensure that all electrical equipment, and systems are operational. After startup, checks gauges and controls.

Drives a truck/tractor-trailer equipped with multi speed manual transmission. Connect and disconnect semi-trailer and hoses properly.

Must write customer receipt for loads delivered or picked up. Must collect monies for shipments being shipped on a collect basis and turn this in at end of the shift.

Establish and maintain positive working relationships with customers and other employees while acting professionally. Assist customers with inquiries and information request, and resolve complaints from customers.

Depending on area working must keep a drivers log up to date through out the entire shift.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintain education and professional expertise through attendance at job related seminars, conferences and workshops.

Able to be forklift certified as from time to time due to vacations and illness, staffing is short and assistance may be required on the dock area.

Assist terminal manager in any problems or concerns that may arise.

SUPERVISORY RESPONSIBILITIES

Must work efficient and on your own.

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

High school diploma or equivalent.

Willingness to attend additional seminars, schools, and trainings to continue to be abreast of changes in the industry.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals written in English. Ability to write reports and effectively present information and respond to question from managers, clients, customers, and the general public both face to face and over the telephone.

MATHEMATICAL SKILLS

Ability to calculate basic figures and amounts.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of situations where only limited time exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Must have the knowledge of the truck and its components, and the basic maintenance requirements for safe operation. Must demonstrate ability to maneuver tractor/trailer into and out of minimum clearance spaces, using mirrors to back distances up to but not limited to 120 feet. Ability to read and comprehend a street atlas.

CERTIFICATES, LICENSES

Must have a CDL. Must have two years or equivalent commercial truck driving experience and in most recent 36-month period, as verified by a current MVR/driving abstract: No more than two moving violations or accidents. No suspensions or revocations due to moving violations or accidents. No DWI/DUI (driving under the influence convictions. Must have a valid DOT medical card.

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 talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, twist, or crawl. The employee must occasionally have the ability to lift 100-pound cartons to a height of 4-5 feet and load or unload off the truck. The employee must frequently pull on a pallet jack with materials on it weighing up to 3,000 pounds.

The employee is regularly required to drive. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to work anywhere from 10 hours to 16 hours a day.

WORKING CONDITIONS

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 be exposed to outside weather conditions. This also means the employee is regularly required to drive in all sorts of weather. The employee is required to drive tractors with and without air conditioning. The employee is required to travel in busy and congested roads and highways. The employee is subjected to noise, vibrations, dust, heat and cold.



I (Applicant's Name) _____, have read and understand the drivers job description.

By signing below I acknowledge that I am physically capable of doing all the duties assigned without any accommodations being made.

(Print Name)

(Signature)

(Date)

Please return only this sheet and keep the job description for yourself when you drop off your application for employment.