



# Position Description

<b>Position Title:</b>	Truck Driver
<b>Job Code:</b>	ERI Survey Code 4132
<b>Salary Grade:</b>	
<b>Reports to:</b>	Plant Manager/Plant Supervisor
<b>Reports:</b>	Back-up Driver
<b>FLSA:</b>	Non-exempt
<b>Department:</b>	Production
<b>Date:</b>	January 2016

## Position Summary:

The Truck Driver has the ability to load his vehicle, account for his materials and secure his load; then deliver materials safely and efficiently to the job sites. Secondary responsibilities include working with the Paint Department providing assistance in material preparation for future shipments.

## Duties and Responsibilities:

1. Drives delivery vehicle to pick up materials and deliver finished goods.
2. Understands drawings and organizes materials required in an efficient manner.
3. Works with Shop Management and fellow Supervisors to achieve desired results.
4. Communicates with the Field Supervisor to co-ordinate deliveries to the Field Crews.
5. Loads and stages material properly.
6. Has a CDL license; abides by all safety rules and uses all equipment in a safe manner.
7. Performs pre-trip inspections on vehicle and does basic maintenance on vehicle as required.
8. Maintains work areas, including vehicle, in a clean and orderly fashion.
9. Licensed forklift operator and efficient at operating overhead cranes.

## Necessary competencies:

1. Accurate
2. Communication
3. Customer Focus
4. Flexibility
5. Judgment
6. Leadership
7. Planning and Execution
8. Problem Solving

9. Teamwork
10. Technical Orientation

### **Technical Expertise**

1. Experience working in construction or structural building industries is required.
2. Experience reading and understanding blueprints, designs and drawings is preferred.
3. Knowledge of loading and unloading trucks. The securing of the load.
4. Computer proficiency: MS Office [Outlook, Excel and Word] or similar software is preferred.

### **Education and Experience**

1. Education: high school diploma or equivalent is required. Must speak fluent English.
2. Certification: Class A CDL license is required. Qualification to operate lift trucks is required.
3. Years of experience: 3 – 5 years is required.
4. Years of experience supervising: None.

### **Physical Environment**

- While performing the duties of this job, the employee is regularly required to lift, walk, stand, sit, bend, reach with hands and arms, climb, push/pull, use hands, and see, hear and speak.
- Occasionally lifts up to 75 pounds.
- The noise level in the work environment is usually loud.
- Vision, hearing protection, hand protection, hard hats and steel-toed boots and high visible clothing are required. Flame retardant clothing may be required.
- This position is performed in a shop setting, five days a week with typical work hours being 6:00am through 3:30pm.
- Overtime, including Saturdays, can be scheduled at any time during the calendar year. Sunday deliveries are always a possibility.