

# Job Description

**Job Title:** CDL Driver

**Supervisor:** Warehouse Mgr. /Branch  
Warehouse Supervisor

**Prepared By:** HR

**Approved By:** Rich Dunlap, President

**Department:** Operations

**FLSA Status:** Non-Exempt

**Revised Date:** March 15, 2019

**Approved Date:** March 21, 2019

## Summary

Drives tractor-trailer or straight truck to transport and deliver products, materials in liquid, loose, or packaged form by performing the following duties.

**Essential Duties and Responsibilities** include the following. *Other duties may be assigned.*

- Build and maintain customer relations in the field to ensure excellent customer service and enhance the company's image by treating customers in a friendly and professional manner.
- Thoroughly complete daily delivery schedule in a timely safe manner by adhering to assigned delivery schedule and following all job directives precisely.
- Safely assist in the loading and unloading of the product to customer's location and return products. Report any problems that occur with a customer if possible before leaving the delivery location.
- Perform all duties by company policies and procedures, and comply with all Federal, State, and local regulations for safe operation of a commercial motor vehicle.
- Inspects truck for defects before and after trips and submits a report indicating the truck condition.
- Completing a thorough load check on your truck before leaving, ensuring that all delivery materials are firmly secured, and all parts of your truck are in compliance with all Federal, State, and local regulations
- Obeying all traffic laws and weight limits; completing and filing all logs and required government paperwork in a precise and timely manner.
- Providing the customer with an invoice on completion of each delivery.
- Report delays, accidents, or other traffic and transportation situations to bases or other vehicles.
- Operates industrial fork lift or electric hoist to assist in loading or moving materials and products.
- Works in warehouse when needed to include placing or pulling material from assigned bin location and assures inventory accuracy if discrepancies are found on either. Reports discrepancies to direct supervisor.

*The job description and responsibilities described are 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.*

**Supervisory Responsibilities** – This job has no supervisory responsibilities.

**Competencies** – To perform the job successfully, an individual should demonstrate the following competencies.

**Job Knowledge** – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; displays understanding of how job relates to others.

**Customer Service** – Responds promptly to customer needs; responds to requests for service and assistance.

**Communications** – Exhibits good listening and comprehension; able to read and interpret written information.

**Cooperation** – Offers assistance and support to co-workers; works cooperatively in group situations.

**Ethics** – Treats people with respect; Works with integrity and principles; shows respect and sensitivity for cultural differences.

**Organizational Support** – Follows policies and procedures.

**Personal Appearance** – Dresses appropriately for the position; keeps self well groomed. Company uniforms are required.

**Attendance/Dependability** – Consistently at work and on time; follows instructions, responds to management direction; takes responsibility for own actions.

**Safety and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**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 ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience** – High school diploma or general education degree (GED); one to three months related experience and training; or equivalent combination of education and experience. Must have an acceptable accident and moving violation Motor Vehicle Record and 2 years previous tractor-trailer driving experience including winter driving experience.

**Language Skills** – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English. Ability to speak clearly.

**Mathematical Skills** – Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability** – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations** – Valid Class A Commercial Driver’s License (CDL) and DOT health card. Forklift certification will be provided with internal training course.

**Physical Demands** – The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. *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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, sit, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and move up to 50 pounds and occasionally lift and move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and humid conditions; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

Equal Opportunity Employer (EOE); Minority/Female/Disabled/Veteran (M/F/D/V); Drug-Free Workplace (DFW)