



JOB DESCRIPTION

Job Title: Truck Driver (CDL Class A or B)

Department: Dispatch

Reports To: General Manager

FLSA Status: Hourly/Non-Exempt

Employment Category: Seasonal and/or Regular Full-Time

SUMMARY: Safely operates a manual or automatic transmission diesel truck to deliver hardscape products or aggregate to worksites. Operates truck mounted forklift or boom crane to load and off-load materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate loading and unloading of deliveries using forklift or boom
- Operate truck mounted forklift
- Drive diesel powered tractor trailer combination
- Interstate deliveries of concrete masonry products
- Maintain oil/fluid checks
- Perform daily safety checks; belts, tires, lights, pulleys, suspension, and brake lines
- Prepare daily inspection, safety forms, daily logs
- Inspect loads for accurate product and quantities
- Communicate with dispatch regarding delivery statuses, location, road conditions, job site conditions
- Communicate in a professional manner with customers
- Abide by all company safety and DOT rules and regulations at all times

Preferred Qualifications:

- Minimum of 3 years Prior CDL Truck Driving Experience

Required Skills and Experience:

- CDL (Class A or B) Truck Driving License
- High school or technical school graduate
- Good verbal communication skills
- Highly reliable and punctual
- Good Customer Service skills

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 these essential functions.

EDUCATION and/or EXPERIENCE: High School diploma or equivalent and a minimum of three years prior truck driving experience.

LANGUAGE SKILLS: Ability to read and comprehend verbal and written instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in a clear, concise and professional manner to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide. Ability to perform these operations using units of currency, weight, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed written or verbal instructions. Ability to deal with problems involving few variables in standardized situations.

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.

The principle duties and responsibilities of this job requires the employee to sit for long periods of time while operating a motor vehicle. Frequent bending and reaching with arms extended upwards or outwards is also required when loading and off-loading materials from the truck. Extensive use of hands and fingers to grip, pinch, feel, hold or otherwise handle material and/or manipulate truck controls is also required along with fine motor skills and finger dexterity needed to manipulate forklift or boom crane controls; Typical daily duties require the agility to frequently mount and dismount the truck and forklift. The ability to visually distinguish colors and shades of color along with having normal (good) depth perception is also needed.

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.

The principle duties and responsibilities of this job requires work outside exposed to all types of weather conditions during all times of a calendar year. While performing the duties of this job, the employee is frequently exposed to moving mechanical machines, forklifts and other vehicles transiting the roadways. Noise levels in the outside work environment are usually moderate.