



DRIVER JOB POSTING

Job Description Summary

Operates company owned truck that transports material to and from specified destinations. Size of truck is less than 3 tons. Uses appropriate documents for transportation and delivery of material.

Duties and Responsibilities

- Deliver a wide variety of items to different addresses and through different routes.
- Review appropriate documentation for delivery or pick up of goods to ensure accurate information is correct.
- Load, secure and unload material.
- Maintain contact with supervisor to receive delivery or pick up instructions or to receive notice of changes to schedule.
- Maintain logs of travel as required according to federal and state regulations.
- Ensure inventory loads match shipping paperwork.
- Inspect and maintain vehicle, adding fluids and oil as needed.
- Follow DOT regulations and safety standards.
- Plan driving routes to insure the most economical use of time and equipment.
- Follow ISO/TS, safety, and environmental procedures as well as department and corporate policies and procedures.

Authority

- Regulate incoming and outgoing material from warehouse.
- Notify Warehouse Manager of any safety concerns.

Job Knowledge

- Must be able to drive truck not in excess of 3 tons and all company vehicles safely.
- Must have thorough knowledge of traffic laws and defensive driving.
- Must be able to comprehend simple, sometimes detailed, oral and written instructions in English.

Abilities

- Ability to operate and maintain equipment in a safe manner at all times.
- Ability to read and comprehend maps and directions. Ability to add, subtracts, multiply, and divide.
- Ability to apply common sense understanding to carry out detailed and uninvolved oral instructions.
- Must be able to lift up to 50 lbs.



Education and Training

- High School Diploma or equivalent.
- Must have valid class C Illinois driver's license and satisfactory driving record.
- Certified or able to obtain certification to operate a forklifts.

Tools and Equipment

- Forklift truck (Sit Down / Standup / Swing Reach)
- Hand operated pallet jack.
- Scales, Box Cutter's, Calculator.
- Steel toed shoes, safety glasses and ear plugs are required at all times.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned and are not limited to the following listed above.

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.