

Job Title: Truck Driver
Department: Shipping and Receiving
Reports To: Shipping Floor Manager

Wage Type:.....Hourly
Normal Working Hours.....7:30a to 4:00p, Monday thru Friday
Lunch.....12:00 noon to 12:30p
Breaks.....9:00a to 9:15a, 2:00p to 2:10p

SUMMARY

Delivers finished goods to customers and assists with raw material and finished goods movement between warehouses and the manufacturing facility. Insures company vehicles are being maintained properly.

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

- Carries out assigned duties in a courteous and professional manner.
- Projects a neat, clean and professional company image at all times.
- Delivers proofs, finished goods and other materials as determined by supervisor.
- All deliveries must be made in a timely fashion.
- Verifies count and condition of goods loaded and unloaded. Reports overages, shortages and damage to supervisor as needed.
- Unloads or assists in unloading freight as required.
- Properly package, palletize and secures loads, insures loads are within weight limits.
- Weight limits must be obeyed to prevent fines or other adverse regulatory action.
- Move inventory and raw materials within the plant as directed by your supervisor.
- Assist plant personnel as directed when not performing trucking duties.
- Operate company truck/trailer/van/car in a safe manner. Report any vehicle problems to supervisor.
- All traffic laws are to be obeyed. Vehicle problems should be reported immediately to avoid further expense or the possibility of personal injury.
- Perform a daily maintenance and safety check on the company vehicles you are assigned to.
- Comply with all Department of Transportation standards and regulations.
- Must maintain a good driving record and current drivers license.
- Maintain a daily record of all deliveries. Make sure records are accurate, timely and complete.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Have the ability to read and interpret shipping manifests and delivery schedules.
- Ability to log mileage and fill out other documents as may be required.
- Perform simple mathematical calculations – addition, subtraction, multiplication and division.
- Must maintain a valid TN Class A Drivers License.
- State Motor Vehicle records will be checked for all applicants.

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED. 2+ years single axle dock truck driving experience.

PHYSICAL DEMANDS

The physical demands described here are representative to 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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT AND ENVIRONMENTAL 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.

The noise level in the work environment is usually moderate. There is limited exposure to physical risk.