



JOB DESCRIPTION

Job Title: CDL Driver

Exemption Status: Non-Exempt

Department: Shipping/Receiving

Job Specifications:

EDUCATION	High School Diploma or equivalent
JOB RELATED EXPERIENCE	3-5 Years' driving experience
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Logistics Supervisor

Job Summary: The CDL Driver will safely and efficiently deliver finished goods and materials to customers in a timely and professional manner.

Job Duties and Responsibilities include the following:

1. Operates a semi-truck according to applicable state and federal transportation laws.
2. Secure and transport loads safely and in a timely manner on predetermined route, obeying all traffic laws and observing all safety regulations.
3. Skillfully maneuvers truck and trailer into loading and unloading areas; follows loading crew signals.
4. Maintains signed invoices, shipping bills of lading, and other required paperwork; delivers documentation to shipping office or other appropriate staff when delivery route is complete.
5. Facilitates routine service on trucks, which may include checking oil, water, gasoline, and air; reports maintenance malfunctions to Shipping Supervisor.
6. Securing cargo and properly arranging and balancing it within the vehicle
7. Occasionally assist with loading or unloading finished goods or raw material using forklift
8. Maintaining a detailed log of working hours in compliance with state and federal regulations
9. Performs other related duties as assigned.

Other duties may be assigned that pertain to the classification.

Qualifications:

To perform this job successfully, an individual must be able to carry out 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 the essential functions.

Knowledge & Experience:

- Strong interpersonal and customer service skills with the ability to speak professionally and courteously with customers and staff at delivery points
- Ability to remain focused in busy environment
- Class A Driver's License

- Must pass drug testing as required by federal and/or state department(s) of transportation regulations

Physical Demands:

- Prolonged periods sitting in a tractor cab
- Must be able to lift and move up to 50 pounds at a time.
- Must be able to climb onto trailer, strap loads and tarp/operate Conestoga trailer
- Physically be able to pass a DOT physical exam every two years