



Job Description

Position: CDL Driver

Department: Operations

Reporting to: Transportation Manager

Job Titles Supervised: None

FLSA STATUS: Non-exempt

Type of Employment: Full Time

GENERAL DESCRIPTION AND RESPONSIBILITIES

The focus of this job is on producing high quality, detailed work based on established standards, guidelines and procedures. Precise, consistent work output is essential requiring patience and a willingness to handle and complete one task at a time. The job environment is stable, based on known relationships with people and well-defined processes. Job knowledge and competency is built through structured step-by-step training and positive, supportive coaching from management and peers. Communication with others is based on knowledge of repetitive job routines and procedures gained from sufficient on the job experience. Consistent, error free work based on defined regulations and standards are key measures of job performance success. The job environment promotes steady, methodical work output so that job routines can be completed on time and error-free. This position is designed to develop a valued technical expert, who, recognized and supported by management and a stable work environment, can deliver quality work on a consistent basis.

JOB CHARACTERISTICS

Pace and Variety of Activities

- Steady, even pace to promote accuracy and quality of work
- Repetitive routines
- Complete set of procedures and tasks completed before new ones are begun

Focus

- Technical/analytical focus
- Work within established systems, standards, and procedures
- Communication based on job knowledge and expertise

Decision-Making

- Decision-making within clearly defined job scope
- Based on defined policies and procedures supported by management

Communication and Collaboration

- Focused on job knowledge and expertise
- Helpful, supportive communication with management and peers
- Collaborative approach in structured job environment

Delegation and Leadership Style

- Leadership focused on consistent, accurate, quality work output
- Supportive, non-threatening leadership style
- Delegation to others when appropriate, using training, coaching and on the job experience

BASIC REQUIREMENTS

- 21+ years of age
- 1+ years of relevant experience
- High School Diploma or Equivalent required
- Valid Class A Commercial Driver License with a "clean" driving record
- Possess and be able to present a valid non-expired interstate Medical Examiner's Certificate card (MEC). (You may be asked to provide: MEC issue date, first and last name of Medical Examiner, Medical Examiner's license or certificate number, and state of issue, as well as Medical Examiner's national registry number at time of application.)
- Self-certified as a non-exempted interstate driver with the state licensing agency that issued the CDL (commercial driver's license).
- Pass pre-employment testing (Drug Screen, Background Check) DOT Physical
- Able to read, write and communicate in English as it relates to the job and to the safety regulations

Please note: effective May 21, 2014 medical examiners performing DOT medical certifications must be registered and certified in the National Registry of Certified Medical Examiners (NRCME), and the examiner's certification date must precede the physical date.

PHYSICAL DEMANDS (in a usual workday)

- Sit 70% of working time
- Stand 20% of working time
- Walk 10% of working time

Pounds employee is required to carry: 70 lbs.

Usual distance carried: several feet

Pounds employee is required to lift: 70 lbs.

PSYCHOLOGICAL DEMANDS (in a usual workday)

Must possess excellent organizational and time management skills. Must be able to work with limited supervision regarding time management. Must have the ability to make sound, ethical decisions in emergency situations. Demonstrated ability to make accurate assessments and provide appropriate treatment while establishing and maintaining effective working relationships within the team.

SHIFT INFORMATION (may change as needed)

Early morning schedule (start time between 1:00 and 3:00 am) as well as some weekend work

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks to be performed when circumstances dictate (such as emergencies, changes of personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.

Submitted by:

Name of Supervisor/Title Date

Employee Name Date

Employee Signature Date