



Driver Tier 2 (Class A) Job Description

Division/Department: Transportation

Reports to: Transportation Manager

Level/Grade:

Type of position:

Full-time Contractor
 Part-time Intern

Exempt
 Nonexempt

RESPONSIBILITIES: Daily general responsibilities are the operation of a light or heavy truck in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.

Main Activities:

- Operate all equipment in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks addressing issues as needed
- Maintain mileage, maintenance and fuel logs
- Maintain and clean trucks as scheduled and/or required
- Must be available to report to work with two hours notice at any time, twenty four hours a day, seven days a week, to work irregular hours in stressful situations and to report on time as scheduled.
- Must able to drive in various weather conditions such us but not limited to Snow, Black Ice, Rain.
- Core of driving (80%) will be local (within State of FL). As needed driver may be sent over the road but to not surpass 6 continuous days away from home base(20%)
- Ensure trucks and equipment are safely and securely stored
- Advise Supervisor of any requirements for maintenance or repairs
- Perform other related tasks as requested by Supervisor to include pulling orders, driving forklift, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

The Driver is required to have, as a minimum, a High School Diploma or equivalent and a clean, unrestricted Class A Driver License.

Knowledge:

- Knowledge of truck and safety equipment
- Knowledge of scheduling system and procedures
- Knowledge of record keeping system and procedures

Skills:

- Ability to operate the trucks in a safe and responsible manner
- Ability to operate equipment in a safe and responsible manner
- Must able to read, write, and speak English
- Must be able to use Smart Phone
- Client service and public interaction skills
- Team building
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communication skills
- Ability to read and write to record pickups and maintain daily records
- Stress management
- Time Management to avoid late pickups or deliveries
- Other related duties can be assigned

Abilities:

- Ability to plan and execute deliveries precisely
- Ability to ensure that all paperwork is processed correctly to include that paperwork, product and count are correct and matching
- Ability to communicate effectively with warehouse personnel with regard to appointment times, loading issues and to determine when product is ready to ship
- Ability to maintain correct pallet counts and the disposal of damaged pallets with the assistance of the Dock Supervisor
- Ability to lift up to 50 lbs to shoulder height and above

PERSONAL ATTRIBTUES:

The incumbents must demonstrate the following personal attributes:

- Be truthful, dependable, respectful and courteous
- Possess cultural awareness and sensitivity

- Be flexible
- Demonstrate sound work ethics
- Deal with the public in a positive, courteous and respectful manner
- Cell phones shall not be used while driving
- Trucks should only be used for **business only**, not for personal use