

Truck Driver Job Description

Job Title: Truck Driver

Reports To: Fleet Manager

Time of Day: 6 a.m. – 6 p.m.

Position Overview

The Truck Driver is responsible for operating trucks to transport fill, topsoil, stone, asphalt, and other materials and/or equipment to various job site locations. This is a skilled position involving the safe and efficient operation of trucks. Work will be performed per the supervisor's instruction, free from direct supervision except for more complicated jobs.

Key Responsibilities (Essential Duties and Functions)

- Operates truck in a safe and professional manner on public highways, roads, in the yard area, quarries, asphalt plants and at various job sites to deliver materials. Trucks to be driven include but are not limited to: dump truck, roll off, rollback and semi-tractor truck with attached trailer.
- Performs daily pre/post trip inspections with appropriate documentation in compliance with DOT guidelines. Report any issues to supervisor.
- Checks fluid levels, tires, lights, and other controls for safe operation.
- Keeps accurate log of deliveries and completes required paperwork (work order slips) for billing. Obtain signature and collect payment for deliveries when necessary.
- Load and unload equipment or materials.
- Maintains contact with supervisor to receive instructions.
- Fuels truck driven at the end of each shift.
- Tarps all necessary loads.
- Properly follow all company policies and procedures for safe working procedures and environment. Report any problems to the Fleet Manager.
- Obey applicable laws and follow dispatch instructions.
- Must keep vehicle in a clean and orderly condition.
- Regular and predictable attendance at assigned times is required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education/Experience

- Minimum of a high school diploma or general education degree (GED) required.
- Two years of related driving experience preferred, but not required.
- Must maintain a CDL A or CDL B license.

Work Requirements

- Must be 18 years in age or older.
- Must pass DOT physical, drug screen, maintain medical examiner's certificate.
- MVR must meet company and DOT standards.
- Strict adherence to safety requirements and procedures as outlined in the Employee Handbook.
- Display a professional and courteous attitude to co-workers, supervisors, and the general public at all times.
- Must maintain current driver's license that meets state requirements, i.e., CDL, Class A and/or B Driver.
- Must be willing to work nights and weekends when necessary.
- Individuals are required to wear personal protective equipment (PPE) in designated operations and production areas as stated by OSHA and/or MSHA. Protective equipment that may be required, but not limited to, for this position is: Safety (hard toe) Shoes, Safety Vest, Shirt with short or long sleeves.
- Compliance with all OSHA and/or MSHA regulations.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Job requires climbing, stooping, bending, squatting, sitting/driving, shifting gears, and covering/uncovering load when applicable.
- Must be able to lift hood of truck unassisted; up to 50 lbs.

- Able to climb in and out of truck 3-4 steps, able to climb in and out of dump bed to clean when necessary to avoid contamination of materials.

Work Environment

- Able to work in all weather conditions.
- The employee is occasionally exposed to moving mechanical parts; high, precarious places; outside weather conditions.
- The noise level in some areas of the work environment may be loud, but is typically moderate.