

## Truck Driver

Reports To: City Fleet Manager  
Classification: Hourly employee

Department: Operations

*\*NOTE: This document describes the position currently available. It is not an employment contract. Our company reserves the right to modify job duties or job descriptions at any time.*

### JOB SUMMARY

Drives assigned route in regional area of MN, ND, WI, and IA to transport, pick up and deliver general commodities. Will perform daily Pre/Post trip inspections of vehicle, complete and submit the vehicle condition reports at the end of each shift, and secure receipts for loads dropped off or loads received.

### ESSENTIAL FUNCTIONS (include but not limited to):

- **Peddle & Delivery Capacity (depending on driving position)**
- **DOT – P/D Equipment**
- **Accountability**
- **Fuel Efficiencies**
- **Safety**

\* *Essential function details in task list*

### CORE VALUES include but are not limited to:

- **FUN**
  - Create an atmosphere where employees enjoy working together, through displays of positive energy, great humor, and professional etiquette between co-workers and customers.
- **INTEGRITY**
  - Staying true to your word and being real in every situation.
- **SERVES**
  - Willingness to help others without reservation and treating others the way you want to be treated.
- **HONESTY**
  - Doing the right thing by being upfront and truthful at all times.
- **PASSIONATE**
  - Motivated and driven to be successful by doing what you love to do.
- **INNOVATIVE**
  - Willingness to accept and implement change for the better of our company and customers.
- **EXCELLANCE**
  - Going above and beyond every day to be the best in our business and as individuals.

### EDUCATION and/or EXPERIENCE

- Must have a Commercial Drivers License (CDL)
- Must have 2 years or equivalent commercial truck driving experience
- Must not have more than two moving violations or accidents within the most recent 36 month period as verified by a current Motor Vehicle Record (MVR)
- No one with a DWI/DUI convictions, no suspensions, or revocations of license due to moving violations or accidents
- Must have a valid DOT medical card
- High school diploma or equivalent

## **KNOWLEDGE AND SKILLS**

- The English language including the meaning and spelling of words and proper grammar
- The truck and its components, and the basic maintenance requirements for safe operation

## **ABILITY TO**

- Speak clearly and communicate with others and convey information effectively
- Calculate basic figures and amounts
- Solve practical problems and deal with a variety of situations where only limited time exists
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Write reports or logs and effectively present information
- Demonstrate the maneuvering of tractor/trailer into and out of minimum clearance spaces, using mirrors to back distances up to but not limited to 120 feet
- Read and comprehend a street atlas
- Work independently and be reliable, responsible, and dependable in fulfilling obligations
- Become forklift certified

## **WORK VALUES**

- Attend seminars, schools, and trainings for continuing education in the transportation industry
- Support mission and core values of the company

## **PHYSICAL DEMANDS**

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. 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 talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, twist, or crawl. The employee must occasionally have the ability to lift 100-pound cartons to a height of 4-5 feet and load or unload off the truck. The employee must frequently pull on a pallet jack with materials on it weighing up to 3,000 pounds. The employee is regularly required to drive. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to work anywhere from 10 hours to 16 hours a day.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly required to be exposed to outside weather conditions. This also means the employee is regularly required to drive in all sorts of weather. The employee is required to drive tractors with and without air conditioning. The employee is required to travel in busy and congested roads and highways. The employee is subject to noise, vibrations, dust, heat and cold.