

<b>POSITION TITLE:</b>	<b>Team Member – Truck Driver</b>	<b>DATE ISSUED:</b>	<b>8/20/2024</b>
<b>REPORTS TO:</b>	<b>Product Support / Shipping Coordinator</b>	<b>DATE REVISED:</b>	<b>8/20/2024</b>

## **POSITION SUMMARY:**

The Team Member reports to Product Support / Shipping Coordinator and is responsible driving company vehicles, delivering and picking-up product, as well as maintaining the vehicles.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintain a safe working environment including the use of Personal Protection Equipment (PPE) and compliance with all safety rules and established procedures.
- Drive Company vehicles, semi with flats or vans, and a pickup with or without trailer.
- Complete all Logbook requirements.
- Travel to required daily destinations with the possibility of overnight stays.
- Drive a fork truck to unload and load product in/on trucks or trailers.
- Secure load in / on trucks or trailers.
- Communicating any truck or trailer service issues or maintenance concerns.
- Returning all signed paperwork to the appropriate location.
- Potential to work in the assembly department when not driving.
- Work with managers and team members to maintain constant workflow.
- Work with 5S management team and other team members to develop, implement & maintain 5S process for the area.
- Provide a positive work environment and encourage team member feedback.
- Any other duties as assigned.

## **JOB QUALIFICATION REQUIREMENTS:**

- High school diploma or equivalent.
- Class A CDL Driver’s License.
- Pass DOT physical requirements.
- Positive attitude and team player.
- Knowledgeable in the use of overhead cranes and forklifts.

## **WORKING CONDITIONS:**

- Trucking and shop floor environment
- Lifting required – 40 pounds minimum.
- Compliance is required regarding all Safety, PPE, and Quality requirements.