

Merrill Fab Inc.

Job Description

Job Title: Truck Driver – Tractor Trailer
Department: Shipping
Reports To: Shipping Foreman
FLSA Status: Non-Exempt
Prepared By: Human Resources
Revised Date: March 30, 2015
Approved By: VP of Operation
Approved Date: March 30, 2015

SUMMARY

Primary job to drive tractor/trailers, delivering finished goods. Loading of structural, or gauge metal products and misc. purchased items by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list of duties and responsibilities is representative and not exhaustive. The essential functions will include other duties and responsibilities.

- Inspects materials to be loaded for correct quantities.
- Confirms that materials loaded meet Merrill Fab Quality Assurance Policies.
- Operates tractor/trailer for delivery of finished goods to job sites.
- Picks up return loads as indicated by the shipping department.
- Tarps loads if required.
- Moves material between the warehouses and shop by the way of a 5th wheel trailer. Class A CDL required.
- Conducts daily inspections of equipment.
- Maintain driver logs in compliance with DOT requirements.
- Loads structural, or gauge metal products and misc. purchased items.
- Works the required overtime as needed.
- Examines defective machinery to determine cause of malfunction and reports need for machine repairs.
- Inspects and operates various types of fork trucks and material handlers.
- Follows company policies and safety regulations.
- Strictly adheres to federal, state, and local regulations without compromise.
- Completes work on time and according to time requirements.
- Prepares shipping totes/containers/pallets with the correct items and quantities.
- Loads and organizes materials/items in the yard and on loads in a timely manner.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or demonstrated ability to handle relatively complex instructions and tasks that often include reading and arithmetic at the diploma level. A minimum of two years flatbed and oversize load experience is strongly preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Class A CDL with airbrakes inspection and medical card are required. Material handling experience is preferred.

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 stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts, fumes or airborne particles, and vibration. The noise level in the work environment is usually loud.

DISCLAIMER

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.