



JOB DESCRIPTION

JOB TITLE: CDL Class A Driver

EMPLOYER: SmithCo Manufacturing, Inc.

DEPARTMENT: Transportation

REPORTS TO: CEO

EFFECTIVE DATE: 1/11/2021

SUMMARY:

The CDL Driver is responsible for operating tractor trailers regionally and across the country.

DUTIES AND RESPONSIBILITIES:

- Safely operate and maneuver truck and tractor trailer unit to deliver building products to customer within distribution territory.
- Investigate safety loads to correct materials loaded on trailer.
- Deliver material to destinations, unload materials and complete paperwork.
- Direct customer queries to location management.
- Manage vehicle in safe operating condition required by DOT.
- Manage logs and records as per DOT regulations.
- Ability to use and ELD (electronic logging device)
- Load and unload vehicles or building loads and secure for safe transportation.
- Deliver load with good attention to customer service and safety.
- Transport products to company business and represent SmithCo professionally.
- Run tractor trailer combination and commercial vehicles to transport and deliver equipment.
- Pre-inspect & check vehicles and troubleshoot and maintain vehicles.
- Operate Powered Industrial Trucks to load and unload delivery vehicle.
- Run ratchet straps and chains and binders to secure load to trailer.
- Adhere to laws on commercial vehicle operation as per Federal, State and local authorities.
- Accurately record pickups and drop-offs
- Record mileage, tolls, and fuel consumption for reimbursement
- Follow federal guidelines for hours worked.
- Demonstrate the trailers with prospective customers.
- Update job knowledge by participating in education opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Non-driving duties as assigned

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.



QUALIFICATIONS:

- Traffic laws/ DOT regulations/ driving knowledge
- Ability to lift 80 pounds occasionally
- Able to pass pre-employment drug screen
- Able to pass random drug tests
- Clean driving record
- No DUI/DWI convictions in the past seven years
- Listening and verbal communication skills
- Dependability
- CDL-Class A
- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- Must be 21 years or older
- LCV endorsement preferred but not required
- At least one year of OTR experience

COMPETENCIES:

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Adherence to Company Policies** - Follows rules and sets a good example by consistently adhering to appropriate work guidelines; follows organizational plans and guidelines so that objectives can be accomplished.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Job Knowledge** - Demonstrates a basic understanding off all job knowledge skills, procedures and processes; knows resources to seek guidance for clarification as needed.
- **Productivity** - Manages workload efficiently to meet goals & objectives
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
- Frequently required to walk
- Frequently required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl

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- Occasionally required to talk or hear
- Occasionally work around fumes, airborne particles, or toxic chemicals
- While performing the duties of this job, the noise level in the work environment is usually very loud
- The employee must occasionally lift and /or move more than 50 pounds and frequently lift and/or move up to 33 pounds
- Specialized equipment, machines, or vehicles used: Forklift, Cotter man platform

POSITION TYPE/EXPECTED HOURS OF WORK:

- This is a full-time position.
- Days and hours of work are Monday through Thursday 6:00 a.m. to 4:30 p.m., Fridays 6:00 a.m. to 3:30 p.m. and Saturdays as needed from 6:00 a.m. to noon.