

## **Maplewood Ice Job Description**

**Job Title:** Driver

**FLSA Status:** Non-Exempt

**Summary:** Responsible for transporting deliveries locally or over the road in accordance with company guidelines and DOT regulations by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Transports deliveries locally or over the road according to manifest in a safe, responsible manner and in accordance with company procedures and applicable DOT regulations.\*
2. Prepares a daily delivery schedule and coordinates efficient deliveries by applying knowledge of customer schedules, peak delivery times, and alternate routes.\*
3. Applies knowledge and abilities to safely load and unload deliveries according to size of load and content description.\*
4. Obtains and maintains proper delivery authorization and pickup documentation, and submits in a timely manner.\*
5. Provides good customer service and maintains a professional manner and appearance to enhance the company's image.\*
6. Performs a daily DOT pre-trip inspection according to checklist, and keeps an accurate copy in the vehicle at all times.\*
7. Maintains a daily, legible DOT log book and submits as required.\*
8. Balances and handles an expense account for each trip by recording all expenses and maintaining all receipts.\*
9. Provides basic maintenance for vehicle such as maintaining vehicle in a neat manner and performing minor repairs.\*
10. Maintains company gas credit cards, and valid/current proof of insurance and registration in vehicle.\*
11. Ensures proper maintenance of vehicle and reports all accidents/damage/malfunctions to management.\*
12. Loads van line according to domestic and international containerized shipments.\*
13. Operate forklift, hand truck, pallet and electric jack as needed.\*
14. Performs other related duties as assigned.\*

### **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.

### **Language Ability:**

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.

### **Math Ability:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Industry-specific Invoicing and Inventory Software.

**Education/Experience:**

High school diploma or general education degree (GED); and less than one year related experience or training; or equivalent combination of education and experience.

**Certificates and Licenses:**

- Valid Drivers License
- Must meet insurance underwriting requirements

**Equipment:**

- Forklift
- Pallet Jack
- Hand Trucks

**Knowledge, Skills, and Other Abilities:**

- Oral Communication Skills
- Written Communication Skills
- Reading Skills
- Customer Service
- Diplomacy
- Math Aptitude
- Time Management
- Organization
- Planning
- Dexterity Skills

**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, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee must regularly lift and/or move up to 50 pounds.

**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 regularly exposed to work near moving mechanical parts, outdoor weather conditions, and extreme cold (non-weather). The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet or humid conditions (non-weather), and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.