ALTA CONSTRUCTION

Truck Driver

Job Summary:

The Tractor-Trailer Driver will safely and efficiently deliver materials to employees and/or customers in a timely and professional manner.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Operates a semi-truck according to applicable state and federal transportation laws.
- Transports loads safely and in a timely manner over required route, obeying all traffic laws and observing all safety regulations.
- Deftly maneuvers truck and trailer into loading and unloading areas; follows loading crew signals.
- Assists with loading of or loads and unloads goods and materials, using specialized equipment when warranted; unloads empty skids and returns all equipment to designated area.
- Maintains signed invoices, shipping bills of lading, and other required paperwork; delivers documentation to Alta Construction Mailbox located in Truck yard or other appropriate staff when delivery route is complete.
- Facilitates routine service on trucks, which may include checking oil, water, gasoline, and air; reports maintenance malfunctions to Fleet Supervisor.
- Arranges trailers in shipping yards for optimum loading patterns.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Strong interpersonal and customer service skills with the ability to speak professionally and courteously with customers and staff at delivery points.
- Ability to remain focused in busy environment.

Education and Experience:

- Must hold required commercial driver's license appropriate for weight of vehicle to be operated.
- Must pass background and drug testing as required by federal and/or state department(s) of transportation regulations.

Physical Requirements:

- Prolonged periods sitting in a trailer cab for long periods of time.
- Must be able to lift and move up to 40 pounds at a time.
- Must be able to travel frequently.

Division/Department: Trucking

Reports To: Trucking Manager

I have thoroughly read and understand my duties as Truck Driver.

Employee Signature: _____

Employee Printed Name: _____

Date: _____