

**Wm. B. Morse Lumber Company**  
**JOB DESCRIPTION**

Job Title: Truck Driver  
Department: Operations  
Payroll Status: Hourly

**SUMMARY**

Drives truck to transport materials from the lumber yard to job site in a safe and timely manner. load and unload materials manually or mechanically by following company delivery guidelines.

**RESPONSIBILITIES**

(include the following. other duties may be assigned.)

- Satisfies customer needs to the best of ability.
- Verifies load against shipping paperwork.
- Drives truck to destination.
- Loads and unloads truck.
- Straps truck in a safe manner and within DOT guidelines.
- Maintains telephone or radio contact with supervisor to receive delivery instructions.
- Unloads and stacks material by raising and lowering lifting device.
- Maintains truck log per state and federal regulations.
- Positions forks, lifting platform, or other lifting device under, over or around loaded pallets, skids, boxes, products or materials and transports load to designated area.
- Conducts a pre-trip inspection per DOT standards.
- Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil and water.
- Performs regular and emergency roadside repairs such as installing light bulbs & fuses
- Performs material pickups from job site.
- Performs yard and building maintenance
- Backup to shipper/operator
- Miscellaneous tasks assigned as needed

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**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 EXPERIENCE**

High school diploma or general education degree (GED); or six months to one year related experience and/or training or equivalent combination of education and experience.

**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 add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

**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 variables in standard situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Clean CDL Class A or B Driver's License (CDL Drivers)

Clean New York State Driver's License (Non-CDL Drivers)

**PHYSICAL DEMAND**

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 essential functions.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 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 essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions and vibration. The noise level in the work environment is usually loud.