



Earle M. Jorgensen Company

Position: Truck Driver (905.663-014)

Reports to: Plant Operation Manager/ Assistant Plant Operation Manager

Job Description and Productivity Requirements:

The Truck Driver is responsible for driving a tractor trailer and delivering steel to various customers. The Truck Driver is required to make sure steel is properly loaded and delivered to destination. Occasionally, this employee is required to pick up material as directed by Supervisor. The Truck Driver is responsible for maintaining the Truck Log and obtaining appropriate signatures for load delivered. This employee will also assist in the maintenance of the truck by inspecting truck equipment and supplies such as tires, lights, brakes, gas, oil and water.

This is a full time position with a typical work shift of 10 hours. 80% of the duties in this position are required outdoors.

Qualification Requirements:

Certifications:	None
Licenses:	Class I A) Licenses
Education:	None
WPM:	Not applicable
Other:	Physical required every 2 years

Essential Job Duties

50% - The Truck Driver is required to drive 18 wheeler tractor and trailer over 100 miles per day.

10% - This employee is required to check product is loaded correctly.

10% - The Truck Driver is responsible for ensuring truck load is securely tied down.

10% - This employee is required to make stops and help unload, as indicated on log.

5% - The Truck Driver is required to complete reports regarding the time it takes to unload, mileage, invoice number, and weight of load.

5% - When done with deliveries, the Truck Driver will call in for additional pick ups buy-outs).

5% - The Truck Driver is responsible for pick ups, which require loading material and using a crane or tow motor.

5% - At the end of a shift or returning from a pick up, the Truck Driver is required to unload truck crane or forklift.

Non-Essential Job Duties

The Truck Driver may be required to match up invoices bills) and make sure they are routed correctly.

The Truck Driver may be required to ensure paperwork is submitted to Shipping Department.

The Truck Driver may be required to return a truck or pick up a truck for service.

Materials Handled

Steel, aluminum, copper, brass, hot roll or cold roll, stainless steel, alloy, paperwork

Tools and Protective Equipment Required

Safety checklist, crane, gloves, hardhat, safety glasses, safety metatarsal steel-toed shoes, long pants, and any other required personal protective equipment (PPE). Truck, various securing devices such as chains, straps, tarps, pry bars, various products.

Fundamental Job Elements

Independent Decision Making is required continuously in conjunction with correctly and safely loading trucks.

Concentration on job duties is Very Important; lack of concentration will result in errors or injury.

Working within Precise Limits of Accuracy is necessary.

Interaction with General Public is required approximately 40 minutes during a normal work shift.

Interaction with Supervisor is required daily by telephone.

Interaction with Co-Workers is critical to successfully completing job tasks.

Position requires approximately 25% of job duties to be Repetitive.

Position requires approximately 75% of job duties to be changed frequently.