GOODWILL INDUSTRIES OF THE COLUMBIA WILLAMETTE

Job Description

TITLE: Tractor Driver **EEO#:** 7
IMMEDIATE SUPERVISOR: Dispatcher
DEPARTMENT: Operations - Transportation **DIVISION:** All

GENERAL SUMMARY: Transports material to and from the processing plant, Attended Donation Center (ADC) sites and stores using trucks and commercial trailers. May drive smaller company trucks and perform clean-up duty at ADC sites.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Essential Functions:

- Transport loads to and from designated locations in a timely fashion.
- Maintain records, logs and inspection; reports appropriate information and incidents regarding customers, donors, employees and equipment.
- Works with other employees as part of a team, and must communicate effectively.
- Drives with courtesy to others, and represents GICW to the public at large.
- Follows proper security procedures to protect GICW vehicles and property.
- Responsible for proper clean-up of donation sites as assigned, including sweeping sites after the loading process is complete.
- Responsible for loading and unloading trailers at assigned locations.
- Performs truck safety inspections at the beginning, during and at the end of each shift.
- Perform safety duties such as changing light bulbs and fuses.
- Keeping the truck's interior and exterior clean and neat.
- Ensures that trailers are loaded safely and properly landed.
- Complies with all state and Department of Transportation guidelines.
- Inspects and secures loads prior to transport.
- Provides excellent customer service to all internal and external customers.
- Foster and demonstrate a positive team environment.
- Must demonstrate willingness and ability to adhere to all GICW's policies and procedures, CARF standards, Kaizen guidelines, safety and security regulations.

Incidental Functions:

- Supports transportation management by providing training and coaching to assigned personnel.
- Perform miscellaneous duties, as assigned.

QUALIFICATIONS:
Specific:

- Must be 21 years of age or older.
- One year experience driving tractor trailer.
- Must be able to function independently in a work setting.
- Able to provide own transportation as needed.
- Acceptable hygiene per GICW standards.
- Physically qualified to drive a commercial motor vehicle pursuant to DOT regulations.

- Must have a valid commercial driver's license which reflects a driving record that meets GICW standards.
- Must maintain medical certification for CDL-Class A.

General:

- Must maintain consistent, predictable and satisfactory attendance and punctuality as scheduled.
- Must be able to demonstrate upon request functional literacy and numeric proficiency.
- Must be able to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquires and to make entries on reports and records as required by DOT regulations.
- Must not present a significant current risk of substantial harm to self or others in the performance of the essential duties of the job that cannot be eliminated or reduced by reasonable accommodation.
- No record or disclosure of criminal conviction that indicates a tendency toward theft, violence, dishonesty, deceit, drug manufacture or sale, moral turpitude, or predatory behavior or is otherwise in conflict with the functions listed on this job description. This may include passing a state-mandated, federally-conducted criminal background check.
- Must provide proof of identification and eligibility to work in the United States of America.
- Must pass a drug screening test and background check.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.
- Must meet GICW quantitative and qualitative performance standards.

POSITIONS SUPERVISED: Dock Worker I

WORK CONDITIONS/HAZARDS:

- Works outdoors driving a truck with or without tractor trailer in the GICW service area.
- Exposed to all types of weather conditions while hooking up vehicle.
- Must wear gloves, leather work shoes and other personal protective equipment as required.
- Moderate adaptability required: Work environment occasionally hectic (fast paced) with irregular short deadlines and a limited number of critical or unusual situations.
- DOT Strength Classification: Heavy

Employee: _____ Date: _____

Director Approved: 08/14