

Job Description – Truck Driver

General

A truck driver is the point of contact for receiving, transporting, and delivering products within the ag and construction industry. This position is responsible to ensure that products, equipment, feed, and manure are safely delivered to their desired locations.

Opportunities to grow by learning how to operate equipment, including, but not limited to: mini excavator, semi-tractor (CDL license opportunities), tractor with bucket, skid steer, track machine, snow plows, payloaders, lawn tractors and smaller landscaping tools.

This position's daily tasks change regularly as the season change. In any given week, you may need to help with truck driving for landscape crew, assist on moving materials for landscape and lawn care divisions.

Task

Tasks could include, but is not limited to...

- Observe all government and company regulations at all times.
- Ensure that the tractor and trailer is cleaned and maintained in a safe working manner. This includes identifying all needed maintenance on tractor or trailer requiring attention by maintenance.
- Accurately perform a pre-trip inspection that includes tires, fuel, oil etc.
- Before loading ensure that the compartments are free of feed or ingredients
- Ensure that the tarp cover is securely fastened and protecting ingredients from contamination.
- Accurately complete delivery forms and forward the documentation for timely processing
- Load and Unload trucks when at their destination.

Other Tasks that may be included:

- Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following, but not limited to: sod laying, mowing, trimming, planting, raking, tree pruning, watering, fertilizing, digging, raking, pipe installation, and installation of paver blocks, mixing and laying concrete, and bed maintenance. Other duties include machine maintenance.
- Dispose of trash or waste materials after jobs or from shop site.
- Drive trucks or other vehicles to or at work sites.
- Evaluate reports or designs to determine work needs.
- Maintain equipment or systems to ensure proper functioning.
- Remove debris from work sites.
- Remove snow.

Skills/Experience

- Performing General Physical Activities and handling and moving objects.
- Establishing and Maintaining Interpersonal Relationships with customers and co-workers and vendors.
- Talking to others to convey information effectively.
- Making Decisions and Solving Problems.
- Organizing, Planning, and Prioritizing Work while managing one's own time.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.

- Repairing machines or systems using the needed tools.
- Daily Inspection of Equipment, Structures, or Material to determine if equipment is safe to use.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Determining the kind of tools and equipment needed to do a job. Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Actively looking for ways to help co-workers complete the job in a timely manner.
- Teaching and training others the job tasks.
- Applicant must be available to work 30 to 40 hours per week. Typical schedule is 7am-5pm Monday-Friday during spring, summer, and fall. In winter, the typical schedule is the same as summer, but you will be on call for snow removal.
- A clean, valid driver license is needed plus Class A CDL certification.
- Current DOT Medical Card
- Pay range is \$25-\$30 depending on candidates experience.
- Candidate must be able to stand and sit for prolonged periods
- Ability to frequently bend, reach, squat, and kneel
- Ability to lift to 55lbs
- Ability to work in various conditions (heat, cold, dust, etc.)

Office Skills

- Take pictures of projects (before & after)/machines and send images to office staff to use for customer contracts and billing and marketing.
- **Internet** - Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches to research and order parts and material, and send and retrieve electronic mail (e-mail) to access payroll and retirement information.