

## **Job Description**

**TITLE:** Truck Driver

**REPORTS TO:** Yard Manager

### **SUMMARY OF FUNCTIONS:**

Responsible for executing job assignments in the most efficient, safest, and most professional way possible.

### **ESSENTIAL FUNCTIONS:**

- Performs pre-trip and post trip, filling out forms daily and submitting to dispatcher.
- Keep truck clean inside and out.
- Drives truck in a safe manner at all times, always wearing safety belt.
- Drives truck to jobs and successfully completes customer requests in a professional timely manner.
- Receives orders in a professional manner.
- Gauge tanks
- Complete work tickets, checking for correct customer numbers. Tickets with taxable items need to have the proper county tax (numerous tickets having the same lease should have the same county). Checks extensions so that each line item and final totals are correct.
- 400 hour truck service. Let mechanic know when it's due.
- Fill out log forms daily and submit to dispatcher.
- Report maintenance problems to mechanic
- Complete fuel report and submit to dispatcher.
- Keep in close contact with dispatcher, assuring that dispatcher knows location at all times.
- Shovel and mop to clean spills and clean tanks.
- Follow all safety regulations and precautions.

- Wear all required and necessary Personal Protective Equipment.
- Help with maintenance of truck and equipment i.e. (greasing small repairs, ect.).

#### **QUALIFICATIONS:**

- Commercial Drivers License with Haz-Mat Endorsement.
- Acceptable driving record.
- Medical card.
- Drug/Alcohol free.
- Phone that can reach you at all times, day or night.
- Availability to work long hours, including weekends and holidays.  
Ability to work in all types of weather.
- Ability to report to work at all times on short notice.
- Ability to handle 4" hoses full of fluid.
- Pull 2" hose over the top of 20' tanks.
- Carry 50lb. Bags up stairs on 20' tanks.

**HAMM & PHILLIPS SERVICE COMPANY**  
Physical Requirements for

**DRIVER**

1. **Amount of Each Day Spent:** Standing 40%    Walking 15%    Sitting 45%

Employee Works:            Inside    40%    Outside 60%

2. **While Performing the Job, Employee Will Frequently Be Required To:**

Lift/Carry up to 100 lbs.

Push/Pull up to 100 lbs

Kneel

Squat

Climb Ladders/Stairs

APPROVALS:

\_\_\_\_\_  
Employee/Applicant

\_\_\_\_\_  
Date