

Your Job Description for Heavy and Tractor-Trailer Truck Drivers

Company Information

Organization Name: Miami Valley Metal Investment Group

FLSA Status: Exempt

Prepared Date: 06-29-2023

Hiring Manager Job Title: Manager

Job Level: Individual Contributor

Employment Status: Full-time Regular

Primary Location: Dayton, Ohio

Job Summary

Drive a Box Truck, Roll-off, tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload the truck. Requires commercial drivers' license.

Education and Experience

High School Diploma - or the equivalent (for example, GED)

Less than a High School Diploma

Post-Secondary Certificate - awarded for training completed after high school (for example, in agriculture or natural resources, computer services, personal or culinary services, engineering technologies, healthcare, construction trades, mechanic and repair technologies, or precision production)

Knowledge

Transportation - Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Primary Job Duties

- Follow appropriate safety procedures for transporting dangerous goods.
- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.
- Obtain receipts or signatures for delivered goods and collect payment for services when required.
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Drive trucks with capacities greater than 3 tons, including tractor-trailer combinations, to transport and deliver products, livestock, or other materials.
- Secure cargo for transport, using ropes, blocks, chain, binders, or covers.
- Read bills of lading to determine assignment details.
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Read and interpret maps to determine vehicle routes.
- Couple or uncouple trailers by changing trailer jack positions, connecting or disconnecting air or electrical lines, or manipulating fifth-wheel locks.

- Collect delivery instructions from appropriate sources, verifying instructions and routes.
- Check conditions of trailers after contents have been unloaded to ensure that there has been no damage.
- Crank trailer landing gear up or down to safely secure vehicles.
- Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs.
- Remove debris from loaded trailers.
- Plan or adjust routes based on changing conditions, using computer equipment, global positioning systems (GPS) equipment, or other navigation devices, to minimize fuel consumption and carbon emissions.
- Inspect loads to ensure that cargo is secure.
- Check all load-related documentation for completeness and accuracy.
- Drive trucks to weigh stations before and after loading and along routes in compliance with state regulations.
- Operate equipment, such as truck cab computers, CB radios, phones, or global positioning systems (GPS) equipment to exchange necessary information with bases, supervisors, or other drivers.
- Load or unload trucks or help others with loading or unloading, using special loading-related equipment or other equipment as necessary.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.