

## CDL DRIVER



### Job Description

<b>Location(s):</b>			
<b>Reports to:</b>	Grain Operations Manager/ Regional Manager as assigned	<b>Position Supervises:</b>	Not applicable
<b>Type of Position:</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>Work Schedule:</b>	Monday-Friday. Longer hours and weekends during grain harvest or as needed.		

### JOB SUMMARY

Under the direction of the Grain Operations Manager and/or the Regional Manager, this position is responsible for operating a single, tandem, or multi-axle configuration truck for delivery and/or pick-up of grain following specified time schedules to/from the company locations or customer locations to achieve profitable business growth.

### ESSENTIAL JOB FUNCTIONS

- Operates all assigned vehicles, single, tandem, or multi-axle configurations, forklifts, etc. in accordance with established safety standards and proper vehicle operation techniques.
- Performs and records daily safety checks of assigned vehicle(s) and associated equipment by conducting pre-trip inspections, such as checking fuel and oil levels, inspecting tires, lights, and brakes. Follows the preventative maintenance program and maintains a clean truck to present a professional appearance.
- Ensures that all deliveries and pickups are made in accordance with time schedules and performs duties in a manner that promotes superior customer service and professionalism within the company and the industry.
- Ensures that all associated documentation, such as bill of ladings, delivery tickets, and invoices are completed accurately and returned to the company location at the end of the day in order to ensure timely settlement.
- Completes necessary paperwork, including accurate logbooks, records of loads and any other assigned record-keeping duties on a daily basis.
- Provides professional customer service that results in a pleasant experience for customers.
- Maintains a safe working environment and promotes safety amongst customers and employees.
- Adhere to company policy in regard to expenses, PTO, and vehicle usage reporting.

### OTHER RESPONSIBILITIES

- Responsible for maintaining company equipment according to company standards.
- Performs related duties as assigned.
- Responsible for adhering to the company Employee Policy Manual.
- Exhibit a professional image and maintain a positive and respectful attitude.
- Exhibit regular and prompt attendance including but not limited to all required meetings and training programs.
- Work weekends, seasonal hours, holidays, on-call and overtime if needed.

### POSITION QUALIFICATIONS

- Understanding and experience with mechanical diagnosis, service, repairs, maintenance, and upkeep of equipment and vehicles.
- Ability to work extended hours and on-call as business conditions warrant.

### EDUCATION/EXPERIENCE

- Normally requires a high school diploma or the equivalent thereof.
- Normally requires two years or more of related work experience to demonstrate knowledge of and the ability to safely operate tractor trailer equipment and to meet company and DOT standards.

### SKILLS & ABILITIES

- Proven ability to work independently and in a team-oriented environment.
- Demonstrate core competencies including business knowledge, collaboration, communication, customer focus, decision making and skill development.

### CERTIFICATES & LICENSES

- Maintain a Class CDL License with required endorsements and any other applicable certification, license or permit, valid medical card and satisfactory driving record, as applicable.

This company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Western Grain Marketing, LLC is an Equal Opportunity Employer.

**PHYSICAL DEMANDS****Physical Abilities**

Stand	Frequently
Walk	Frequently
Sit	Frequently
Handling/Fingering	Frequently
Reach Outward	Frequently
Reach Above Shoulder	Frequently
Climb	Frequently
Crawl	Occasionally
Squat or Kneel	Occasionally
Bend	Occasionally
Driving	Frequently

**Lift/Carry**

10 lbs. or less	Frequently
11-20 lbs.	Frequently
21-50 lbs.	Occasionally
61-100 lbs.	Occasionally
Over 100 lbs.	Occasionally

**Push/Pull**

12 lbs. or less	Frequently
13-25 lbs.	Frequently
26-40 lbs.	Occasionally
41-100 lbs.	Occasionally

**WORK ENVIRONMENT**

- Exposed to noise from grain probe, truck traffic, and elevator operation.
- Exposed to extreme weather conditions (hot, cold, wet, etc.)
- Exposed to grain dust.
- May be required to work at varying heights including climbs on grain bins, legs, etc.

**REQUIRED SIGNATURES**

Employment is considered "At Will" which means the employee or the company can terminate employment for any reason at any time, with or without notice. This job description is not a contract of employment and not a guarantee of continued employment. A performance evaluation will be administered annually addressing the above functions and requirements.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager/Mgmt. Staff: \_\_\_\_\_

Date: \_\_\_\_\_