



## JOB DESCRIPTION

### Truck Driver Class A

#### Summary:

Truck Drivers Class A are responsible for transporting goods from one place to another, intrastate and interstate, while operating heavy or tractor-trailer trucks; trucks with a capacity of at least 80,000 pounds per gross vehicle weight. This is a seasonal position, with the typical season lasting from approximately late November/early December to May.

#### Essential Duties and Responsibilities:

The essential duties and responsibilities for the position include the items listed below. Other duties and responsibilities may be assigned.

#### Driving Requirements, Record Keeping and Knowledge

- Inspects vehicles for mechanical items and safety issues and ensures that vehicles and equipment are preventatively maintained.
- Collects delivery instructions from appropriate sources, verifying instructions and routes.
- Maneuvers trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Secures cargo for transport, using ropes, blocks, chain, binders, or covers.
- Inventories and inspects goods to be moved to determine quantities and conditions.
- Operate equipment, such as truck cab computers, CB radios, and telephones to exchange necessary information with bases, supervisors or other drivers.
- Has extensive knowledge of applicable truck driving rules and regulations.
- Hands-on experience with electronic equipment and software (GPS, etc.).
- Plans or adjusts routes based on changing conditions.
- Using computer equipment, GPS equipment or other navigation decides to minimize fuel consumption and carbon emissions.
- Has the ability to drive long hours, travel regularly and stay overnight as needed.
- Has the adaptability and foresight to handle unexpected situations (traffic, weather conditions, etc.).
- Documents and logs work/rest periods and miles driving and retains fuel/toll receipts.
- Drives and works in all weather conditions including rain, snow and wind.
- Maintain accurate record of hours through E-Log System as required by the Federal Motor Carrier Safety Administration (FMCSA)

#### Marginal Duties

- Ensures working areas and equipment are kept clean and orderly.
- Adhere to office, safety, and security standards and all company policies and procedures in order to ensure company objectives are met.
- Performs other related projects as assigned.

## **Supervisory Responsibilities:**

None.

## **Competency:**

To perform the job successfully, an individual will need to demonstrate the competencies listed below.

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| <i>Trust and Respect</i>               | Demonstrates and treats others in an honest and straightforward manner; keep dealings with others confidential; keep word and follow through on commitments.                |
| <i>Integrity:</i>                      | Demonstrates consistency of words and actions; protects confidential information; practice what he/she preaches; does what is right even when no one is watching.           |
| <i>Adaptability:</i>                   | Adjusts approach when dealing with arrogant or inflexible people; adapts to changes in situation, direction, or people; adjust to needs of others without losing self.      |
| <i>Team Work:</i>                      | Cooperates to build consensus; assists others to achieve team goals; participates in meetings so they are productive; takes on extra work to meet team objectives.          |
| <i>Versatility:</i>                    | Takes on new or multiple roles and responsibilities and do them well; is flexible when considering options and opinions; is open to new ideas and change.                   |
| <i>Diligence:</i>                      | Perseveres in accomplishing tasks or objectives; commits to long hours of work; has a sense of urgency about getting results.   |
| <i>Problem Solving &amp; Analysis:</i> | Exercises judgment in building realistic solutions to problems; understands the real issues behind problems; uses common sense and take practical action to solve problems. |
| <i>Self Control:</i>                   | Maintains a composed problem solving approach when faced with unrealistic expectations, pressing time demands, frustration, or interpersonal conflict.                      |
| <i>Attention to Detail:</i>            | Is thorough and complete when working with assembling, processing, or providing detailed information; track details even when under pressure.                               |

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Language Skills:***

Ability to read, write and speak English language effectively. Ability to effectively present information and respond to questions from employees, management and customers when called upon. Ability to read and comprehend simple instructions and short correspondence and memos. Ability to read and comprehend road signs, GPS, electronic logs and maps. Ability to write simple correspondence. Ability to problem solve and communicate with customers as needed. Bi-lingual preferred.

### ***Certificates, Licenses, Registrations:***

High School Diploma or GED with one to three months related experience and/or training; or equivalent combination of education and experience.

***Other Skills and Abilities:***

Driving, Reading Road Signs, GPS and Maps

***Physical Demands:***

In the performance of this job, the employee will be required to Use hands to finger, handle, or feel objects, tools, or controls. Must be able to climb ladders to inspect loads, ensuring cargo is secure. Must be able to remove debris from loaded trailers. Must be able to crank trailer landing gear up or down to safely secure vehicle. Must reach with hands and arms. Must be able to stand, walk, sit and climb and balance. Must be able to carry or lift up to 70 pounds. Work in outside weather and temperatures. Where possible, reasonable accommodations will be made for qualified candidates.

***Additional Details:***

Employee reports to the Manger- Facilities, Fleet & Safety. Position is classified as Non-Exempt under FLSA and California law.

***Acknowledgement:***

The employee is expected to adhere to all Sierra Gold policies and to act as a role model in the adherence to Company policies.

I have read and understand this explanation and the job description.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*