JOB DESCRIPTION

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| **TITLE:** | Tractor/Trailer Driver | **DATE:** | 02/2015 |
| **REPORTS TO:** | Installation Manager | **FLSA STATUS:** | Non-Exempt |
| **DEPARTMENT:** | Service Operations | **MGT/SPVR:** | No |

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**SUMMARY**

Operates a tractor-trailer combination that transports cargo to and from specified destinations. Participates with installation duties under the direction of installation personnel, as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

* Responsible for the pickup and delivery of product and equipment while driving a tractor-trailer to specified job sites and designated destinations.
* Assists with unloading and installation of product, as dispatched.
* Coordinates daily deliveries and trailer moves with Dispatch and Installation Manager.
* Maintains frequent and regular telephone contact with the Dispatcher, Installation Lead, job site contact person, PM, warehouse personnel and Installation Manager, as needed.
* Prepares, receives and provides appropriate documentation for the delivery or pick up of goods and equipment, to ensure timely service and support.
* Verifies accuracy of delivery paperwork.
* Loads and unloads product, equipment and tools, as required, ensuring that product is secured/placed in a safe and orderly manner.
* Separates product by destination, verifying counts, conditions and product numbers.
* Participates in maintenance of the vehicles driven, per an established maintenance program/schedule.
* Maintains logs of travel and cargo according to federal and state regulations.
* Must be licensed to operate a tractor-trailer on all roads and highways according to the licensing requirements of the state of California.
* Must maintain an acceptable driving record, appropriate and current driver’s license, and current personal vehicle insurance.
* Performs other duties as assigned by dispatch and/or management.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities

**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.*

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED), and two or more years related experience and/or training, including systems furniture installation (preferably Herman Miller furniture systems). Previous practical experience with computer databases helpful. Tractor-trailer driving experience preferred.

**LANGUAGE SKILLS**

Ability to fluently speak and understand English. Ability to comprehend and follow verbal instructions given in English. Ability to read and interpret documents such as maps, safety rules, operating and maintenance instructions, and procedure manuals written in English. Ability to write routine reports and correspondence in English. Ability to speak effectively, in English, before groups of customers or employees of organization. Must communicate in English via telephone to management, customers, vendors, and/or other employees.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, proportions, and percentages.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a current valid Class "A" / "B" California driver’s license, current proof of insurance of a registered operable vehicle as required by law, and/or be insurable by Pivot Interiors’ vehicle insurance carrier in order to operate company vehicles.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, and frequently to operate a computer keyboard, mouse, and telephone keypad. The employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds with assistance or equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is sometimes exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate, but can be loud if working at a customer or vendor construction site.

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