

## Position Description

**Job Title:** Truck Driver  
**Department:** Retail Support  
**Prepared By:** Human Resources  
**FSLA Status:** Non-exempt  
**Reports to:** Operations Facilitator  
**Supervises:** N/A  
**Remote Access:** Not available

**Approved by:**

X

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Joanne Pickrel  
CEO

### **JOB SUMMARY:**

Responsible for operating and maintaining the agency's truck for the purpose of transporting donated goods and contracts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Schedule the daily operation of the agency's trucks (includes arranging customer pick-up in the most efficient route.)
2. Delivers sold items to customers.
3. Picks up salvage and trash from the stores and brings back to main plant or takes to the landfill. Assists in loading of salvage bales.
4. Assist truck driver's helper in loading and unloading truck.
5. Inspects truck equipment such as tires, lights, brakes, fuel, oil and water.
6. Responsible for filling out and turning in required forms as directed by the Operations Director.
7. Schedule preventive maintenance of truck.
8. Promote a safe, accident free, and healthy work environment.
9. Other duties as assigned.

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or up to one month related experience or training; or equivalent combination of education and experience.

### **SKILLS:**

1. Ability to read and comprehend simple instructions, short correspondence, and memos.
2. Ability to write simple correspondence.
3. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
4. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Initials \_\_\_\_\_

5. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
6. Ability to deal with problems involving several concrete variable in standardized situations.
7. Ability to get certified in forklift operation.
8. Ability to use a computer for basic computer skills.

**CERTIFICATES, LICENSES, AND CONTINUING EDUCATION:**

Valid Nebraska driver's license, 24 years of age, must pass physical, drug screen, and background check. No moving violations within the last year. Permission to drive an agency truck is subject to the agency's insurance company's approval.

**PHYSICAL DEMANDS:**

**Heavy:** Lifting 100 pounds maximum with frequent lifting, pushing/pulling, and/or carrying objects weighing up to 50 pounds.

**WORK ENVIRONMENT:**

**High:** Frequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

**JOB DESCRIPTION REVIEW:**

I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be changed from time to time.

I have discussed this job description and the position offered to me with a Human Resource Representative. I am able to perform the essential functions of this position with or without accommodation. I understand that if I will need an accommodation for this position, I should write down suggestions of accommodations on this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Orientation Leader

\_\_\_\_\_  
Date

cc: Personnel File  
Employee