

**General Distributing Company
Job Description**

Title: Class "A" CDL Driver

Date Assigned:

Reports To: Dan Hand – Plant Manager

Incumbent:

Supervisor Sign-Off

Incumbent Sign-Off

Approved By: _____
President

OBJECTIVE:

Mandatory compliance with all federal regulations including FDA, DOT, and OSHA in the day-to-day completion of duties. Insure the correct, timely and safe delivery of gas and welding related products to customer/branch locations. Responsible for inter and intra state travel to deliver and receive compressed gases from distributors and business partners.

RESPONSIBILITIES:

The essential functions of the position include but are not limited to the following:

1. Oversee the orderly product loading of your vehicle, which insures the efficient use of time and scheduling of delivery routes.
2. Deliver products to customers/branches while abiding by load safety, DOT and general safe driving guidelines.
3. Complete routine scheduled pick-up and unloading of cylinder products from customers/branches, distributors and business partners.
4. Maintain the proper cleanliness of assigned vehicles and carefully complete pre and post-trip vehicle inspections.
5. Complete and maintain accurate and legible logs and reports concerning deliveries and vehicle inspections when appropriate.
6. Follow all company safety guidelines in conjunction or in addition to all government mandated safety rules and regulations.
7. Application of Operational Risk Management in the daily activities of this position, including road and hazard checks, permitting compliance, licensure and endorsement requirements.
8. Attend monthly safety meetings, plant and driver meetings as scheduled.
9. Assist with such other duties or responsibilities as may be assigned or required to insure maximum distribution and operations effectiveness and profitability.
10. Insure all vehicle maintenance is scheduled and complete IAW manufacturer recommendations.

REPORTS PREPARED:

1. Truck load manifest
2. Electronic Log Reports
3. Inspection logs for truck

INTERFACE:

Internal: Must effectively interface at all levels within the organization and particularly with branch staff and customer service.

External: Must maintain positive interface with the customer and DOT, FDA, OSHA and FMCSA representatives.

QUALIFICATIONS:

Experience: Minimum of two-year prior over the road driving experience strongly desired.

SPECIAL REQUIREMENTS:

1. Possess appropriate and current CDL driver's license with necessary endorsements; history of safe driving as exhibited by state MVR reports.
2. Must submit to all required DOT testing, including random drug testing, and DOT required physical.
3. Must be mentally adaptable and flexible in dealing with a variety of people. Can be called upon to handle difficult situations.
4. Capable of completing basic mathematical calculations and entering correct information on logs and other reports.
5. Ability to effectively plan and organize truck loads and delivery schedules.
6. Vision correctable to within normal range for vehicle driving and completion of reports.
7. Able to move or lift products and materials of varied sizes and weights, sometimes in excess of 500 pounds.
8. Capable of working in diverse and often times unpleasant weather and working conditions.
9. Position requires prolonged sitting, some bending, stooping, and climbing.

EQUIPMENT UTILIZED:

1. Over-the-road delivery trucks, trailers, Tanker Trucks
2. Low/High Pressure pumps
3. Forklift
4. Hand Cart

5. Various Hand Tools
6. NOTE: General Distributing has the right to change or add the duties of the position at any time.