



Harbor Steel & Supply Corp.

Job Descriptions

Revision 1.04

Issue Date: 08/17/00

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POSITION TITLE: TRUCK DRIVER

The Truck Driver delivers ordered materials to the customers of Harbor Steel. This person reports to the Foreman.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Drive truck and deliver material to customer
2. Unload materials from the truck
3. Perform pre-trip inspections
4. Comply with DOT regulations
5. Keep a log book if required
6. Check truck to ensure correct material has been loaded
7. Perform additional duties as assigned

QUALIFICATIONS:

1. Ability to understand the applicable procedures documented in the training program
2. Ability to drive truck
3. Possession of valid driver's license and appropriate class CDL
4. Ability to comply with DOT regulations
5. Ability to lift 50 lbs.
6. Ability to operate a crane and a forklift
7. Ability to keep a log book if required
8. Basic math skills
9. High School Diploma, training, and/or experience.

Written by: Cindy Folkert

Approved by: ISO Team

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OTHER RELATED JOB REQUIREMENTS:

1. Ability to work shifts mandated by management
2. Ability to pass drug test
3. Ability to pass DOT physical examination

EMPLOYEE ACCEPTANCE

I have read and understand this job description, including the qualifications and requirements necessary to perform the job.

Employee's signature

Date

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Approved by: ISO Team

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