

Olson Explosives, Inc.

Job Description

Job Title: Driver

Reports To:

Name:

Salary Level:

FLSA Status:

Pay Status:

Prepared / Revised Date: March 2018

SUMMARY

Transport and deliver goods and raw materials over land to and from manufacturing plants, retail, and distribution centers while operating a tractor-trailer. Possess a great deal of physical and mental stamina. Thrives working long hours on the road and can consistently ensure safe and accurate deliveries. Willing to stay on the road a week at a time. Must be detail-oriented, efficient, and maintain a clean driving record. Communicate with dispatch daily and when needed. Report all incidents or accidents encountered on the road.

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

- Fully understand how to operate and safely drive your assigned vehicle
- Make safety a priority at all times and use all safety equipment provided
- Transport finished goods and raw materials over land from place of origin to assigned destination
- Pick-up loads and organize goods in an ordered, logical manner
- Ensure load contents are properly secured to prevent breakage or damage
- Responsible for loading and unloading
- Obtain signatures or warehouse scans to confirm and complete deliveries for customers
- Planning routes and meeting delivery schedules
- Communicate with dispatch as needed
- Document and log driving/on-duty/off-duty/detention/sleeper berth periods, miles driven, and retain bills of lading, fuel, toll, scale receipts.
- Comply with truck driving rules and regulations (FMCSA, DOT, State, etc.) as well as with company policies and procedures
- Obey all applicable traffic laws and drive according to the weather/road conditions
- Maneuver trucks into loading or unloading positions
- Collect and verify delivery instructions
- Inspecting vehicles for mechanical items and safety issues and perform preventative maintenance.
- Report defects, accidents or violations
- Always ensure vehicle is kept clean

NON-ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned. Position shall perform such other duties as are assigned by the employee's Manager or Officers of Olson Explosives, Inc. Maintain education and professional expertise.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must maintain a clean driving record and CDL license and related requirements of a CDL. Must pass background check and drug testing. Adaptability and foresight to handle unexpected situations (traffic, weather conditions etc.) 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 GED equivalent preferred. Two years proven experience with tractor-trailer driving. Clean driving record with no moving violation or Operating While Intoxicated violations.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as mileage, hours of service/driving, weight, volume, proportions, percentages, area, and circumference.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in varying situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Must be comfortable maneuvering and parking a tractor-trailer. Skilled at driving large vehicles. Alert, focused, and detail-orientated. Proficient using E-logs and/or GPS or other routing systems. Disciplined, dependable, and resourceful. High level of composure and good stress management.

KEY CONTACTS--Internal and External

Has constant contact with dispatch. Contact with customers, brokers, and dock employees as needed. Will also engage in contact with law enforcement for vehicle inspections or at other times as necessary.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain a valid Commercial Driver's License (CDL) with hazmat and tanker endorsement. Maintain a current required CDL medical certificate.

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 talk or hear. . The employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, crawl, or sit. The employee must occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include close vision, and distance vision.

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.

The noise level in the work environment may be moderate to high.

COMMENTS

Position requires the ability to work long hours and must be able to be on the road one week at a time before reporting back to main office.

CONFIDENTIALITY AGREEMENT

I, The undersigned, holding a position with Olson Explosives, Inc. do hereby declare and pledge myself upon honor as if I were sworn thereto, that I will observe the strictest confidentiality on the subject of all accounts of all bodies or individuals dealing with Olson Explosives; on the subject of all transactions of Olson Explosives, or whatever description with its customers, correspondents, shareholders, or with any other bodies or persons whomsoever, on credits or affairs of all bodies or persons respecting which I may acquire information through the business of Olson Explosives.; and on the nature or amount of the transactions of Olson's, or the position of its concerns or affairs, in any respect whatever. And I hereby likewise pledge myself to continue to observe secrecy on such subjects should I leave the service of Olson Explosives, Inc., for any reason whatever.

ACKNOWLEDGEMENT

I understand the above are general management guidelines and may be changed as business necessitates. I understand my employment is for no definitive period and may be terminated at will. I acknowledge that I have read, understand and agree to the terms of this document. I authorize my employer to deduct from my wages any charges that arise as a result of my breach of this agreement.

By signing, Employee fully understands the Agreement, accepts, and agrees to each and every paragraph, term, and/or provision contained in it, and fully accepts and agrees to it as binding upon him for any and all purposes whatsoever.

IN WITNESS WHEREOF, the Employer has by its appropriate officers signed and affixed his seal, and the Employee has signed this Agreement.

Employee Signature

Date

Employer Signature

Date