

# Plote Construction

**Position Title:** Redi-Mix Truck Driver

**Department:** Dispatch

**Reports to:** Dispatcher(s)

**Exempt** ☐

**Non-Exempt** ☒

**Primary Function:** (Describe the purpose of this position to the Department/Function. State in terms of objectives and primary goals. What is the reason this position exists?)

Transport wet concrete materials from concrete plant to job site in a safe and efficient manner according to company needs

**Major Duties and Responsibilities:** (Describe the 5 essential activities performed in carrying out the objectives of the position, including: significant tasks, responsibilities, projects and decisions.)

- Perform Pre-Trip and Post-Trip Inspections of vehicle, tractor, trailer and supplies such as tires, lights, brakes, fuel, oil, and water.
- Drive to various locations as directed by Dispatcher and perform assigned duties in a timely manner.
- Comply with all safety regulations (Company, Federal, State).
- Inspect and diagnose any safety concerns that may occur.
- Provide legible and accurate paperwork for job detailing and payroll purposes.
- Represent company in polite and courteous manner while on the road or with customer.

**Required Skill/Knowledge:** (What specific types of skills/knowledge are required to perform the job? What kind/amount of experience is required?)

3 or more years of related experience operating a Redi-Mix Truck

**Preferred Skills/ Knowledge:** (Ideal skill set)

General knowledge of roads/streets in the area, truck routes, nearby towns, pits, plants

**Education Level / Required Certification:**

High school graduate or equivalent, Clear DMV record and CDL with proper endorsements. Current DOT physical card.

**Problem Solving:** (What are the day to day challenges or problems encountered in completing the objectives of the position? Describe the variety and complexity of the problems and the nature of any creativity which may be applied on a regular basis?)

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Internal/External Contacts:** (Describe the nature, reason, frequency of contacts with others made in the performance of the job.)

Internal: Will take direction and instructions from Dispatcher and Supervisor.

External: Contact with other business entities and customers as needed to perform the duties of the position.

**Supervisory Responsibility/ Authority to:** (Total number of exempt and non-exempt reports. Authority to make what types of decisions.)

N/A

**Promotional Opportunities:** (Possible Career Path)

**Job Share**    Yes ☒    No ☐

**Additional information:**

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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds and be able to pull own body weight to enter the truck cab and up into trailer to clean it out. The employee occasionally is required to climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually very loud.

**Approvals:**

**Team Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**Human Resources** \_\_\_\_\_ **Date** \_\_\_\_\_