

DUNAVANT DISTRIBUTION GROUP, LLC JOB DESCRIPTION Current Title: <i>Company Driver</i> Proposed Title: Company Driver	Job Description # DRAFT
	Revision
	Effective Date

1.0 Position Summary

Responsible for moving equipment around the warehouse yard and to and from customer locations.

2.0 Reporting

Reports to Director, Operations; works 6:00 am to 5:00 pm.
Current FLSA Status: Non-Exempt
HR FLSA Status Recommendation: Non-Exempt

3.0 Essential Functions, Job Duties, and Responsibilities

- (1) Responsible for making transfers of loads to and from the customers and moving equipment around the warehouse yard.
- (2) Performs 7-point inspection on both trips.
- (3) Processes some paperwork himself but then hands off that paperwork to the Traffic Coordinator.
- (4) Moves trailers in and out of the warehouse docks.
- (5) Back up for this position is Company Driver (Freddie Grice).
- (6) Acts as a back-up for Company Driver (Freddie Grice).
- (7) Performs all other duties or projects as assigned.

4.0 Education and Experience Requirements

- (1) High School Degree or GED; requires three to six months related experience and/or training or directly related experience.

5.0 Minimum Skills, Knowledge, and Ability Requirements

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

6.0 Work Conditions, Physical and/or Mental Requirements

- Physical activity requiring reaching, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, and hearing.
- Visual requirement is for close vision, distance vision, peripheral vision, and ability to adjust focus.
- Some computer work is required.
- Employee is frequently required to stand, walk (or otherwise be mobile).
- Employee is frequently required to lift and carry a minimum of 10 pounds.
- Ability to deal with stressful situations as they arise.

Duties are primarily performed in an outside environment. Some physical effort is required. Lifting and carrying requirements of up to 15 pounds. Occasional or frequent ability to move boxes from one location to another. Large fork lift work is required.

These physical and/or mental requirements are not exhaustive, and additional job-related requirements may be added by the Company on an as-needed basis. Reasonable accommodations, where required by law, will be made to enable individuals with disabilities to perform the essential functions of this position.

7.0 Acknowledgement:

I have read, fully understand and agree to the responsibilities and requirements outlined in this job description. I have discussed what needs to be accomplished with my supervisor(s) and intend to fulfill my commitment to the Company to the best of my abilities. The Company reserves the right to change and/or modify the essential functions, duties, and responsibilities, of this position at any time. I understand that my employment is at-will and nothing in this job description alters that status.

Signature

Date: _____

Printed Name

* Definitions/Acronyms: