

CCAR INDUSTRIES

JOB DESCRIPTION

JOB TITLE: Job Leader / Trucking

DEPARTMENT: Manufacturing Plant

FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

This position works very close with all production personnel/Group Leader/Materials and is responsible to the Customer Service Manager/ Warehouse Supervisor.

DUTIES AND RESPONSIBILITIES:

1. Inspect trucks and trailers on a regular basis to ensure safe operating conditions.
2. Prepare vehicles for state testing as required.
3. Assist the Transportation Supervisor with vehicle repair as needed.
4. Obey all driving laws and drive courteously at all times.
5. Pick up and deliver materials, products, etc., as assigned. Keep the Group Leader/Materials informed of all traffic. Maintain all necessary paperwork.
6. Assist the Group Leader/Materials with inventory control, forklift operations, housekeeping, and other assigned duties.
7. Assist the production personnel in preparing products for shipment.
8. Report the need for materials to the responsible group leader.
9. Assist the Group Leader/Materials with our forklift training program. Assist with other safety training as assigned.
10. Practice and enforce safety rules and regulations in the work place.
11. Perform other related duties as required or assigned.
12. Continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.

IMMEDIATE SUPERVISOR: Warehouse Supervisor

SUBORDINATES: N/A

QUALIFICATIONS:

Minimum of a High School Education, working knowledge of trucks, trailers, forklifts, maintenance, and operations. Experience may qualify in place of formal education. Must have a valid Class B CDL Illinois drivers license, air brake certified and a good driving record. Must have a minimum of one year driving experience. This position will also require heavy lifting, climbing, and long periods of sitting at times.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

Employee Signature

Date

Reviewed: 10/03/2008

Revised: 10/09/09

Revised: 04/27/15

Reviewed: 04/25/17

