

GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

POSITION DESCRIPTION

POSITION TITLE: Truck Driver I

STATUS: Support Staff / Non-Exempt

DEPARTMENT: Transportation/Operations

SALARY GRADE:

1. CHARACTERISTICS OF THE JOB:

Drives agency trucks to pick up and deliver donations, and transport processed goods to retail stores safely and on time, and in a manner that maintains and promotes Goodwill's positive public image.

Levels of driver are as follows:

Truck Driver I = small trucks

Truck Driver II = trucks with air brakes

2. PROVIDES SUPERVISION TO:

None.

3 RESPONSIBILITIES - ESSENTIAL FUNCTIONS:

- A.** Operates vehicle in compliance with all state and federal regulations.
- B.** Loads truck by appropriate means (forklift, etc) according to guidelines.
- A.** Picks up and delivers donated materials, including large appliances and furniture, according to safety and donation guidelines.
- B.** Picks up and disposes of trash from ADC's and stores.
- D.** Performs daily inspection of truck equipment and supplies, per inspection checklist.
- E.** Follows Goodwill reporting procedures for accidents, unsafe vehicles, or other unsafe conditions.
- F.** Reports to supervisor the general condition of the ADC's, stores, stop sites, and reports any inconsistencies or inadequacies observed that, according to Goodwill guidelines, do not promote a good public image.
- G.** Instructs truck helper in proper work habits and good safety practices and gives feedback to supervisor.
- H.** Safeguards the property of Goodwill Industries.
- I.** Completes necessary paperwork according to department guidelines.

ANCILLARY FUNCTIONS:

- M. Maintain vehicles in a clean and neat appearance.
- N. Assures first aid and fire extinguisher for vehicles are adequate and work properly.
- O. Conducts self in a courteous and professional manner at all times.
- P. Adheres to all company policies.
- Q. Performs other job related duties as assigned by your supervisor.

4. QUALIFICATIONS:

- A. Requires a regular, Class C license.
- B. MVR record with no preventable accidents or moving violations for the past three years, and no convictions for driving under the influence of alcohol or drugs, or reckless driving
- C. HS diploma or equivalent.
- D. Ability to speak and understand English.
- E. Previous truck driving experience helpful.
- F. Ability to interact well with co-workers and the public.
- G. Ability to communicate effectively, both orally and in writing.
- H. Present a clean and well groomed appearance.
- I. Ability to lift 50 pounds and maneuver heavier weights using proper lifting techniques and safety equipment.

5. WORK ENVIRONMENT:

Driving truck. Exposure to all weather conditions/elements. Frequent interaction with the general public. Frequent exposure to moving/mechanical machinery.

6. PHYSICAL REQUIREMENTS:

Frequent sitting, standing, walking. Continuous climbing, lifting, bending, stooping and grasping. Gross manual dexterity. Frequent pushing and pulling. Vehicle travel. Visual skills required.

7. IMMEDIATE SUPERVISOR:

Warehouse Operations Manager

TRUCK DRIVER I & II
Page 3 of 3

8. APPROVAL:

Warehouse Operations Manager

DATE

9. ACKNOWLEDGMENT:

I have read and received a copy of this position description.

EMPLOYEE SIGNATURE

DATE

PRINT NAME