

Truck Driver

Job title	Truck Driver	Effective date	January 1 st , 2014
Reports to	Fleet Manager	Approved by	HR Manager
Work Schedule	The schedule for this position operates from Sunday to Friday, with various shift schedules.		

JOB DESCRIPTION

The primary function of the *Truck Driver* is to operate various tractor-trailer combinations for extended periods of time, over long distances between company/customer facilities, terminals, yards or work sites in order to pick up, transport and deliver freight in a safe, timely and efficient manner. As part of this function, the drivers drop, hook, spot, or otherwise interchange equipment for loading or unloading at various locations under varied conditions. The Drivers are subject to the Hours of Service Regulations of Transport Canada.

Note: This Job Description may not encompass the entire scope of this role, as other duties maybe assigned by management.

RESPONSIBILITIES

- Drives tractor-trailer combination, applying knowledge of commercial driving regulations, to transport and deliver products, livestock, or materials, usually over long distance;
- Maneuvers truck into loading or unloading position, following signals from loading crew as needed;
- Drives truck to weigh station before and after loading, and along route to document weight and conform to state regulations;
- Maintains driver log according to regulations;
- Inspects truck before and after trips and submits report indicating truck condition;
- Reads bill of lading to determine assignment;
- Loads or unloads, or assists in loading and unloading truck;
- Works as member of two-person team driving tractor with sleeper bunk behind cab;
- Services truck with oil, fuel, and radiator fluid to maintain tractor-trailer;
- Obtains customer's signature or collects payment for services;
- Inventories and inspects goods to be moved;
- Wraps goods using pads, packing paper, and containers, and secures load to trailer wall using straps;
- Gives directions to helper in packing and moving goods to trailer;
- Performs other related work as required.

POSITION REQUIREMENTS

Education & Experience

- MUST have minimum 3-5 years verifiable Class 1 driving experience;
- MUST have FAST card or be capable of obtaining;
- MUST have a good driving record.

Knowledge & Qualifications

- Must be at least 23 years of age;
- Possess valid passport and eligible for entry to USA for short day trips;
- Hazmat endorsement;
- Must have excellent written and oral communication skills.

JOB PERFORMANCE

- Climb into conventional trucks by grabbing hand bar with two hands and placing one foot on step and pulling self-up while pushing self-up with feet. Reverse the process to climb out;
- Hook up trailer to tractor, which includes backing under trailer, raising landing gear, climbing on truck to hook up air-lines;
- Capable of lifting 50 pounds;
- Handle manual transmission;
- Sit for long period of time;
- During pre-trip inspection of equipment be able to climb into engine area, bend, stoop, crawl and climb on tractor and trailer;
- Roll up and roll down landing gear which requires 2 hands and upper torso when on ground and 1 when clears ground;
- Use both hands to release locking mechanism on tandems, may require placing one foot on tire for leverage;
- Get in and out of cab when in tight places such as fuel islands;
- Walk on slick surfaces such as fuel islands at truck stops;
- Move upper torso when backing which may require leaning out window to see blind spot and/or mirrors;
- Climb up on engine of conventional trucks to keep windshields clean;
- Climb in and out of trailers;
- Open and close trailer doors that can require use of both arms;
- Unhook trailer from tractor.

PHYSICAL ABILITIES

- **Operation Monitoring** — watching gauges, dials, computer screens, or other indicators to make sure a machine is working properly.
- **Active Listening** — giving full attention to what others persons are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Coordination** — adjusting actions in relation to others' actions.

- **Equipment Maintenance** — performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Control Precision** — ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Reaction Time** — ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- **Far Vision** — ability to see details at a distance.
- **Depth Perception** — ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- **Static Strength** -- The ability to exert maximum muscle force to lift, push, pull, or carry objects up to and greater than 50 lbs.
- **Near Vision** -- The ability to see details at close range (within a few feet of the observer).
- **Spatial Orientation** -- The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- **Multi-limb Coordination** -- The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Manual Dexterity** -- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Rate Control** -- The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.

CORE COMPETENCIES

- Customer service oriented;
- Proven communication skills both Written and Verbal (English& French);
- Ability to follow instructions and work independently;
- Strong interpersonal skills and the ability to work in a solid team environment;
- Ability to establish effective working relationships with employees and supervisors;
- Ability to work efficiently;
- Ability to effectively prioritize and execute tasks in a high-pressure environment;
- Ability to work both independently and in a team-oriented, collaborative environment.

DIRECT REPORTS

- This position has no direct reports.

PRE-EMPLOYMENT CONDITIONS

As a condition of employment, this position is subject to the successful completion of the following Pre-employment conditions:

- Reference Checks;
- Criminal Background Checks.

CONTACT:

Ricardo Ciocan

514 648-4848, ext. 324

ressourceshumaines@gtgroupinc.com