

Position Title: Truck Driver CDL**Reports To:** Logistics Manager**Description Overview**

This position is responsible to safely and efficiently handle and transport products to and from all business entities of Paul B. Zimmerman Inc. This role includes but not limited to functioning as Truck Driver and minor dispatching under specific supervision of the Logistics Manager and as called upon by other managers within the corporation as needed for the common good of the entire organization, and within the values and mission of Paul B. Zimmerman Inc.

Essential Functions/Responsibilities

- Safe and efficient driving and operating of Licensed Motor Carrier Vehicles and other equipment such as forklift trucks, hoists, shrink wrappers, etc.
- Load and unload the vehicle being operated at any given destination
- Careful handling and transportation of a wide variety of products
- Start early or work late as needed and to perform manual labor as directed or called upon
- Accommodate and communicate any sudden or last minute changes
- Carry out and relay information and instructions accurately
- Provide excellent customer service
- Delegate any responsibility/request to your manager that you feel cannot be carried out by yourself due to your distant location from the situation

Key Results Areas

- Prompt & dependable delivery
- Damage-free delivery
- Communication with managers to better achieve efficiency
- A respectful, team-oriented work atmosphere

Qualifications, Experience and Competencies:

- Map reading and directional skills
- Valid PA CDL class A license with a good driving history
- Able to follow instructions and retain information
- A commitment to safety
- Able to handle the challenges of commercial travel on the highway in various situations and seasons

Physical Requirements

- This position will consist of sitting for long periods of time
- Capable of lifting 60+ pounds

Paul B. Zimmerman Inc. reserves the right to modify the essential duties of this position description as business demands dictate. Because we maintain a team environment, you may be required to perform other duties as required and as instructed by your manager

Employee Printed Name_____
Employee Signed Name_____
Date