**JOB TITLE:** Truck Driver

**FLSA:** Non-Exempt

**Reports to:** Depot Manager

**JOB SUMMARY:**

Provide pickup & delivery service of paper goods throughout New Mexico and a few Southern Colorado cities (Durango, Alamosa & Trinidad).

The paper goods will be delivered to one of two locations:

* McKinley Paper Co - Recycling Facility in ABQ, NM or Paper Mill – Prewitt, NM

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

* Drivers will complete pickup and delivery service using the following equipment:
	+ Semi-Tractor with automatic transmission
	+ 53’ dry vans for suppliers with live loads
	+ 53’ drop deck flat-bed with skid-steer for suppliers without loading capabilities.
		- Drivers will be expected to safely load cardboard bales onto drop deck trailer using a skid-steer for locations without loading capabilities.
* Drivers will comply with DOT regulations by maintaining an Electronic Log Book
* Driver interaction with suppliers is minimal but must maintain a professional attitude at all times.
* Above all, drivers are expected to keep safety a top priority.
	+ Driver will receive a Powered Industrial Truck (PIT) certification after passing a written / oral test which allows use of skid-steer.
	+ Driver will be required to complete monthly safety trainings per OSHA regulations.

**QUALIFICATION/SKILLS:**

* Driver must have completed a CDL license and pass a DOT physical

**EDUCATION and/or EXPERIENCE:**

* Driver must have a minimum of 2 years driving over the road experience
* Fork-lift / skid-steer experience – is a plus

**PHYSICAL DEMANDS:**

* Remain alert while driving for periods of up to 11 hours. Able to squat, crouch and reach as needed to handle freight; able to enter and exit the vehicle's cab numerous times each day.
* Able to enter & exit the skid-steer numerous times (as needed).
* Occasionally, employee must lift and / or move up to 50 pounds.

**SAFETY:**

* Observe all safe driving rules and regulations
* Required to observe all safety rules and regulations when working or moving about the business unit.
* Report any equipment malfunctions and/or lighting problems