

JOHNSTON PAPER JOB DESCRIPTION

JOB TITLE: Driver
STATUS: Non-Exempt
DEPARTMENT: Warehouse
REPORT TO: Traffic Manager
FULL/PART-TIME: Full-Time
PREPARED BY: *AMTEK*, 6/03

JOB SUMMARY:

Distribute products to Johnston Paper customers throughout upstate New York by driving various size trucks and trailers in a safe, timely, and professional manner. Assist customers with the unloading of freight.

ESSENTIAL JOB FUNCTIONS:

- 40% Drive trucks and trailers, following assigned routes and predetermined schedule, to various customer locations in a professional and courteous manner. Obey all traffic rules and devices.
- 35% Deliver Johnston Paper products to customers without damage to products or customer property. Record accurate product delivery by checking product with customer and securing signed invoices, collect COD. Handle all customer interactions in a polite, respectful manner. Interact daily with customer service via telephone to handle customer issues.
- 10% Perform various pre-trip duties such as: inspecting the truck, trailer, equipment used for daily duties, checking and securing load, and completing all assigned inspection paperwork.
- 10% Complete and review paperwork including: inspection sheets, signed invoices, and mileage log. Submit completed paperwork to the Traffic Manager daily.
- 5% Clean equipment when finished with daily duties, empty and sweep truck and trailer, put away returned products in the designated return area and check with Traffic Manager for any additional end of day duties.

GENERAL JOB RESPONSIBILITIES:

Ride with other drivers to learn new or changing routes.

Fuel truck as needed and always before returning to the main Johnston Paper warehouse.

Assure proper housekeeping and organization of equipment.

Make suggestions to improve productivity and quality.

Effectively maintain a safe work environment for you and all co-workers and follow up on safety issues as identified.

SUPERVISORY RESPONSIBILITIES:

The Driver does not have any supervisory responsibilities.

MENTAL AND VISUAL DEMAND:

Moderate mental and visual attention required for performing manual work, machine operations, set-ups, inspections, and adjustments that require frequent decisions to detect and adjust for variance from proper operation. Operating mobile equipment in congested areas or involving considerable variety of movement.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Ability to climb, balance, stoop, kneel, crouch, stand, walk, push, pull, lift, reach, sit, use fingers, grasp, talk, hear, and perform repetitive motions. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

EQUIPMENT AND MACHINES USED:

Ability to operate Johnston Paper owned equipment including: tractor trailer, hand cart, lift gate, order lift picker, double deep fork lift, motorized pallet jack, hand pallet jack, fork lift. Must occasionally wear safety glasses and a safety belt when performing certain job duties.

ENVIRONMENTAL CONDITIONS:

Work is primarily performed in a vehicle and in a warehouse where the worker is subject to temperature changes, extreme cold, extreme heat, noise, vibration, proximity to moving mechanical parts, and exposure to chemicals, fumes, odors, dusts, gases, and/or poor ventilation.

COMMUNICATION SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, members of the general public, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

GUIDELINES AND JUDGEMENT

Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY OF DUTIES

Repetitive or routine duties involving use of various procedures and application of clearly prescribed standard practices that require the making of minor decisions and use of some judgment and initiative.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

DECISION MAKING AND WORK IMPACT

Decisions are made based on a wide variety of clearly defined procedures and standard practices. The employee must exercise some judgment in selecting the appropriate procedure and/or practice. Inappropriate decisions, recommendations or errors would normally cause considerable delays and reallocation of funds and resources or a considerable impact on the integrity of the department or the health, safety and well-being of customers or members of the public. Deficiencies will affect scheduling and project completion in immediate department and other departments as well.

CONTACT WITH OTHERS

Requires regular internal and/or external contact such as those required in discussing and coordinating organization procedures and various interdepartmental transactions. Requires some external contacts requiring tact and discretion to obtain cooperation and understanding on routine matters.

CONFIDENTIALITY

Little or no confidential data involved.

RESPONSIBILITY FOR THE SAFETY OF OTHERS

Constant care necessary to prevent injury to others, due to inherent hazards. An accident, should it occur, would result in injuries of a partially incapacitating nature such as loss of an arm, leg or eye, or severe health hazards.

MINIMUM JOB QUALIFICATIONS:

Graduation from high school, the possession of a high school equivalency diploma, or equivalent work experience that would demonstrate general math skills and the ability to read, understand, and follow oral and written communication from supervisor and coworkers. Forklift certificate.

Possession of a valid, current Commercial Drivers License – A.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their office.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

EMPLOYEE'S CONFIRMATION:

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

Employee Signature

Date