



## JOB DESCRIPTION

<b>TITLE: Ready-Mix CDL Truck Driver</b>	
<b>FLSA Classification:</b> Non-Exempt	<b>Department:</b> Ready-Mix
<b>Rev Date:</b> 11.2023	<b>Reports to:</b> Area Manager

**JARCO COMPANIES** is a family-owned company which includes Jarco ReadyMix and Jarco Companies, your source for ready mix, topsoil, gravel, and sand in the greater San Antonio area. We are proud to offer 100% Employer Paid health, dental and vision for our employees!

### **Essential Duties and Responsibilities:**

- Responsible for the safe and secure transportation of products to scheduled destinations.
- Operate trucks for the delivery, pickup, and relocation of products and materials.
- Provide outstanding customer service during delivery and pickup operations assisting with unloading product.
- Inventory products and record after every race event.
- Keep track of all permits, licenses, and insurances and notify the office before any expiration.
- Complete daily driver log according to State and Federal law.
- Verify load versus load sheet prior to departure.
- Records quantities and descriptions of the product being returned.
- Contacts Fleet Safety Coordinator with estimated leave time from destination
- Operate all Material Handling Equipment as required.
- Observe and notify management and contracted maintenance provider of anything that needs service performed.
- Must be able to receive electronic dispatches via personal smart phone
- Keep the truck neat and clean.
- Perform any other tasks assigned to support and improve the overall team operations.

### **Competencies, Job Knowledge, Skills and Abilities:**

- Valid CDL License and medical card required.
- Current endorsement required.
- Must maintain all required certifications/ endorsements required by DOT, OSHA, MSHA, and company safety programs.

### **Preferred Competencies, Job Knowledge, Skills and Abilities:**

- Thorough knowledge of traffic laws and defensive driving.
- Ability to operate and maintain equipment in a safe manner at all times.

- Ability to make overnight runs as required by shipping needs.
- Must be able to learn to operate all Material Handling Equipment used by the company.
- Ability to perform heavy manual tasks under varying weather conditions.

**Supervisory Responsibilities:**

- None.

**Education and Experience:**

- Graduation from high school or GED equivalent preferred
- Minimum 2 years of experience

**Physical Requirements:**

- Requires prolonged sitting, driving, and MHE operations.
- Heavy lifting required, lift up 50 lbs. +
- Must be able to work in severe weather conditions, both heat and cold.
- Must be able to stand / sit 8-15 hours per day.
- Regularly required to sit, stand, bend, reach, and move as part of normal work activities.

**Work Environment:**

- Location of position: Multiple Locations
- Day Travel Required
- Background checks and drug tests required.
- Maintaining a valid commercial driver's license with appropriate endorsements and a clean driving record is required.
- May be exposed to elements such as weather, noise, dust, odors, fumes, and oils.
- Will be subject to sitting for long periods of time to perform job scope.
- May be required to work hours other than the regular schedule.

***These statements are intended to describe the general nature and level of work to be performed and are not intended to be an all-inclusive list of responsibilities and duties.***

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**Print Employee Name**

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**Employee Signature**

**Date**