



Position Description

Job Title: Truck Driver
Work Location: Calpella Distribution Center

Job Specific Information

I. Summary

Drives truck and trailer to deliver products to customer locations.

II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Drives truck and trailer to pick up and deliver lumber on time as required.
- Apply knowledge of commercial driving and skill in maneuvering vehicle at varying speeds in difficult situations, such as heavy traffic, inclement weather, or in tight loading/unloading areas.
- Abides by all Company, DOT, State and Federal transportation safety regulations
- Ensures load is properly secured and weight is evenly distributed on trucks and trailers. Checks tie downs and tarpaulins to ensure load is secure.
- Inspects tractor, trailer and equipment for defects and safe operating condition before and after trips, when stopped during the work day, and submits a driver's daily vehicle inspection report on the condition at the end of each day.
- Performs basic preventative maintenance to ensure fluid levels and tire pressures are maintained.
- Maintains records required for compliance with State and Federal regulations including driver's logs, records of fuel purchases, mileage records and other records required by law, or by Mendocino Forest Products Company.
- Ensures that all shipping documentation (bills of lading, weight tickets, etc.) required to move with shipment are available for inspection, that appropriate paperwork accompanies shipments when delivered, and that signed bills of lading for proof of delivery are turned into dispatch daily.
- Report all accidents/incidents involving driver or company equipment immediately after incident occurs to Supervisor.
- Promptly report any delays due to breakdown, weather or traffic conditions, or other emergencies. Also report if there is more than a one hour delay in getting unloaded or loaded, or in the event of irregularities relating to pickup or deliver of cargo.

III. Qualifications/Requirements

- Completed truck driving school with one year minimum over the road experience; or three to six years related experience and/or training; or equivalent combination of education and experience.
- Requires Class "A" Drivers License, current DOT physical examination card, and clean DMV record.
- Position travels outside the local area but usually within the state up to 75% of the time.
- During duration of employment, must maintain valid Class "A" Drivers License, current DOT physical examination card, and clean DMV record.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

IV. Application Process

- Email a cover letter and resume to recruiter@mendoco.com or
- Send by fax to 707-485-6873 or
- Drop off your cover letter and resume at Mendocino Forest Products, Human Resource Office located at 9500 Durable Mill Rd, Calpella