

Truck Driver-OTR

Under the direction of the Shipping Manager, the Truck Driver is responsible for performing the duties described below to ensure the achievement of production objectives consistent with company quality standards and customer delivery requirements. The Material Handler will act in a manner that is consistent with Gordon Aluminum's Customer 1st Philosophy.

Essential Duties and Responsibilities Supporting GA's Core Values

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

Customer Satisfaction

- Remains focused on customer satisfaction in all aspects of his or her duties.
- Demonstrates a clear understanding of who the customer is.
- Contributes to the delivery of on-time objectives by being productive in day-to-day operations.

Safety

- Demonstrates a thorough understanding of GAI's safety philosophy by adhering to GAI's Safety Policy Statement.
- Follows established safety rules.
- Attends required safety meetings and training sessions. Must pass all OSHA required safety training and attain a passing rate of 90% or higher.
- Identifies potential safety hazards and takes action to prevent injuries to self and to others.
- Completes all 1st Reports of Injury within the first 24 hours following an injury.
- Responsible for familiarizing self with written programs in GAI's Safety Manual.

Quality

- Understands GAI's Quality Management System and adheres to established quality standards and objectives.
- Demonstrates an understanding of GAI's Quality Policy Statement.
- Completes all ISO required training timely, and attains a passing rate of 90% on all ISO tests.
- Takes pride in his/her work, focusing on quality, recognizing quality issues, and promptly responding to them.
- Understands company and departmental metrics and compares performance versus metrics. Fully engaged in helping to eliminate scrap and rework.
- Identifies process improvement projects through the Preventative Action process.
- Performs final piece count when the order is complete.

Positive Attitude

- Builds positive relations by demonstrating a professional, positive attitude and acting in a manner deserving of respect.
- Effectively communicates company initiatives and activities to team members.
- Provides positive feedback to new employees.
- Refrains from engaging in rumors or conduct that is derogatory in nature

Teamwork

- Works with coworkers and management as team members toward a common goal; works well with different personality types; offers assistance to team members.
- Attends scheduled meetings.
- Supports group decisions.
- Promotes group activities within the department.
- Closes the loop of communication by relaying all necessary information to the appropriate parties.

Initiative

- Holds a valid and current CDL license used to operate both semi-tractor and straight truck for making customer deliveries.

- Assists as required loading and unloading of product at customer locations with the use of lifts, hoists, etc. in accordance with delivery runs.
- Is responsible for load tie down, blocking, bracing, strapping, padding, etc., to insure that the load doesn't shift or become damaged during transit.
- Drives company truck to and from specified destinations such as customer plants, offices, industrial yards, transfer yards, making use of commercial driving regulations and knowledge of roads, highways, and customer locations.
- Verifies load against shipping instructions; pickups receipts for loads pick up for return to company.
- Inspects truck equipment and supplies such as tires, lights, brakes, gas oil, water, driving within speed limits, abiding by all rules, laws and restrictions set forth by federal and state regulations.
- Participates in the Continuous Improvement Program (CIP) by contributing ideas for improving safety, quality, and/or productivity. Recommends solutions to ongoing issues
- Takes the initiative, promptly seeking his or her next task requiring minimal supervision.
- Acts in a manner that demonstrates being part of the solution, not the problem.
- Demonstrates continuous improvement to reach goals and raise the bar.
- Ensures proper maintenance of equipment and maintains plant housekeeping standards.
- Participates in the semi-annual Performance Evaluation Process by fully engaging in discussion with supervisor about performance. Demonstrates competency by achieving a satisfactory rating.

In addition to the essential duties and responsibilities listed above, all positions are also responsible for:

- Performing all work related tasks in a manner that is in compliance with all Federal, State, and local standards and regulations.
- Adhering to Company policies, procedures, and directives regarding safety and standards of workplace behavior in completing job duties and assignments.

Qualifications

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or equivalent. Must have CDL. Requires a minimum of 60-90 days of training.

Mathematical Skills

Ability to add, subtract, divide and multiply.

Language Skills

Ability to read and comprehend simple instructions and short correspondence. Ability to write standard documentation. Ability to interpret blueprints and customer specifications. Ability to effectively present information and respond to questions from managers, customers, and other employees of the organization.

Reasoning

Ability to apply common sense and understanding to carry out detailed written and oral instructions. Must have the ability to troubleshoot: determine causes of operating errors and deciding what to do about it.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. Performs repetitive motion of fingers, hands, wrists, shoulders, upper body while opening, sorting and/or distributing mail. The employee is regularly required to stand and walk. On occasion the incumbent may be required to stoop,

bend or reach above the shoulders. The employee must occasionally lift up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually: **Moderate to loud**.

Employee is expected to wear the required personal protective equipment when on the production floor.

Notice

All requirements are subject to modification to reasonably accommodate individuals with disabilities. Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Company retains the discretion to add duties or change the duties of this position at any time.

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