

# Organization Name: Cement Distributors Inc

CDI is a COMMON CARRIER trucking company, which means that we are obligated to carry cargo for anyone who requests and pays for our services. CDI makes every attempt to provide the best service possible to our customers. If we are successful in this job, hopefully we will continue to serve our current customers and gain new ones. Since our primary business is working with the ready-mix industry, we must be very sensitive to their needs. We expect all the members of our company will be putting forth an effort to protect the business that keeps us in operation!

## Job Information 53-3032.00 Truck Drivers, Heavy, Tractor-Trailer

**Job Location:** Arlington, WA 98223

**Hours/Week:** In accordance with HOS rules section 395 FMCSR

### Benefits:

- 401k
- Medical Insurance
- Holidays
- Paid Time Off (PTO)
- Paid Sick Leave (PSL)

### Job Description

#### Tasks

- Operate equipment such as CB radios, and telephones to exchange necessary information with bases, supervisors, or other drivers.
- Drive trucks with capacities of 105,500lbs, in order to transport and deliver dry bulk products.
- Follow appropriate safety procedures when transporting dry bulk commodities.
- Check vehicles before driving them to ensure that mechanical, safety, and emergency equipment is in good working order.
- Maintain logs of working hours and of vehicle service and repair status, following applicable state and federal regulations.
- Obtain receipts or signatures when loads are delivered and collect payment for services when required.
- Check all load-related documentation to ensure that it is complete and accurate.
- Maneuver trucks into loading or unloading positions, following signals from loading crew as needed; check that vehicle position is correct and any special loading equipment is properly positioned.
- Read bills of lading to determine assignment details.
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Read and interpret maps in order to determine vehicle routes.
- Couple and uncouple trailers by changing trailer jack positions, connecting or disconnecting air and electrical lines, and manipulating fifth-wheel locks.
- Collect delivery instructions from appropriate sources, verifying instructions and routes.
- Drive trucks to weigh stations before and after loading and along routes, in order to document weights and to comply with state regulations.

- Check conditions of trailers after contents have been unloaded to ensure that there has been no damage.
- Crank trailer landing gear up and down to safely secure vehicles.
- Perform basic vehicle maintenance tasks such as adding oil, fuel, and radiator fluid, or performing minor repairs.
- Load and unload trucks, or help others with loading and unloading, operating any special loading-related equipment on vehicles and using other equipment as necessary.
- Remove any debris from trailers after loading is completed.

### **Work Context**

Requires using hands to handle, control, or feel objects, tools or controls, Requires sitting, Requires contact with others (face-to-face, by telephone, or otherwise), Includes exposure to contaminants, Mistakes are not easily correctable and have serious consequences, Requires repeating the same physical activities or mental activities over and over, Requires meeting strict deadlines, Requires work with external customers or the public, Includes responsibility for work outcomes and results, Includes responsibility for the health and safety of others, Requires wearing common protective or safety equipment, Requires working in a closed vehicle or equipment, Requires working outdoors, exposed to all weather conditions

### **Work Activities**

- Use truck-mounted or in-plant air for product delivery.
- Open, close & secure loading hatches on the top of tank trailers requiring the use of fall restraint systems.
- Lift move and fit product hoses to trailers and silos for unloading.
- Maintain driver log according to FMCSA regulations
- Inspecting Equipment, Structures, or Material
- Making Decisions and Solving Problems
- Performing General Physical Activities
- Communicating with Persons outside Organization
- Communicating with Supervisors, Peers, or Subordinates
- Establishing and Maintaining Interpersonal Relationships
- Processing Information
- Operating Vehicles, Mechanized Devices, or Equipment
- Repairing and Maintaining Mechanical Equipment
- Identifying Objects, Actions, and Events
- Updating and Using Relevant Knowledge
- Getting Information
- Organizing, Planning, and Prioritizing Work
- Documenting/Recording Information
- Monitor Processes, Materials, or Surroundings
- Evaluating Information to Determine Compliance with Standards
- Controlling Machines and Processes
- Drive tractor-trailer truck
- Use established traffic or transportation procedures
- Use local or regional geographical knowledge to transportation
- Verify cargo against shipping papers
- Read maps
- Follow traffic laws
- Use vehicle repair tools or safety equipment
- Work as a team member
- Perform safety inspections in transportation setting
- Examine vehicle to detect malfunctions, damage, or maintenance needed
- Drive truck with capacity greater than 40 tons

- Use two-way radio or mobile phone
- Service vehicle with water, fuel, or oil
- Use weighing or measuring devices in transportation

## **Education and Experience**

**Years of Experience:** 1 year as CMV driver

**Education:** High School/G.E.D

**License, Certificate or Registration:** Class A CDL with doubles endorsement

## **Skills**

### **Basic Skills**

- Active Listening  
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking  
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies  
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Mathematics  
Using mathematics to solve problems.
- Monitoring  
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension  
Understanding written sentences and paragraphs in work related documents.
- Speaking  
Talking to others to convey information effectively.
- Writing  
Communicating effectively in writing as appropriate for the needs of the audience.

### **Social Skills**

- Coordination  
Adjusting actions in relation to others' actions.
- Instructing  
Teaching others how to do something.
- Service Orientation  
Actively looking for ways to help people.

- Social Perceptiveness  
Being aware of others' reactions and understanding why they react as they do.

### **Technical Skills**

- Equipment Maintenance  
Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Equipment Selection  
Determining the kind of tools and equipment needed to do a job.
- Operation Monitoring  
Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Operation and Control  
Controlling operations of equipment or systems.
- Repairing  
Repairing machines or systems using the needed tools.
- Troubleshooting  
Determining causes of operating errors and deciding what to do about it.

### **Systems Skills**

- Judgment and Decision Making  
Considering the relative costs and benefits of potential actions to choose the most appropriate one.

### **Resource Management Skills**

- Time Management  
Managing one's own time and the time of others.

### **Knowledge**

#### **Required:**

- English Language  
Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government  
Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Public Safety and Security  
Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Transportation  
Knowledge of principles and methods for moving goods by road.