



JOB DESCRIPTION	Full Time – Non Exempt
Class A CDL Driver (Unigroup Qualified)	Work Week: The standard work day is eight hours per day, five days per week with the standard work week being Sunday through Saturday.
Job Category:	Operations
Reports To:	Operations Manager/General Manager

Job Summary:

Primarily responsible for driving all company vehicles as assigned. Additionally responsible for supervising crew, loading, packing and inventorying shipments as assigned. Must be able to be qualified and remain qualified to drive by Unigroup. This includes meeting the requirements of a criminal background check, driving record, physical, drug screen and all other information as required by state and federal regulations, by Unigroup and by the Company.

Primary Duties and Responsibilities:

- Safely drive all company vehicles as assigned.
- Supervise and direct crew in order to efficiently complete the assigned job. This includes coordinating who will take inventory, pack and load, and when it will be completed.
- Calculate charges and collect payment from shipper when necessary.
- Correctly complete all paperwork for designated job.
- Must be proficient at packing, loading, taking inventory, etc.. This includes loading items onto vehicle in order to maximize capacity and eliminate any possibility of damage in transporting. Packing items using correct wrapping and boxes is required. Must take inventory of shipments as required, using correct documentation procedures.
- Know all moving equipment and proper uses for each including dollies, lift-gates, piano boards, walk boards, etc.
- Follow all safety procedures and policies and report violations of such procedures and policies to supervisor.
- Provide and maintain superior customer service.
- Work with dispatch daily, in person or by phone as required by the Operations and/or General Manger to check work schedule unless otherwise directed by supervisor. Report to work promptly at dispatched time.
- Performs other related duties and projects as assigned

Work Environment:

- Requires work in situations that involve frequent changes of tasks using different techniques, procedures or degrees of attentiveness without loss of efficiency or composure.
- Requires work in situations that involve interpersonal relationships in a job setting beyond giving and receiving work instructions.
- Requires work in situations that involve solving problems, making evaluations or reaching conclusions based on subjective or objective criteria.
- Requires talking with or signaling people to convey or exchange information. This includes giving assignments and/or directions to helpers or assistants.
- Requires starting, stopping and controlling the actions of machines or equipment which must be guided, or for which a course must be steered.



Education and Experience

Commercial Driver's License required

Specific Skills and Knowledge

Ability to speak and write English

Ability to comprehend and implement oral instructions quickly

Ability to perform mathematical calculations

Ability to effectively communicate with fellow employees and customers

Comprehensive understanding of moving and storage operations, including being proficient at packing and loading.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to see, talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include:

1. Acuity Far- clarity of vision at 20 feet or more
2. Acuity Near – clarity of vision at 20 inches or less
3. Depth Perception – The ability to judge distance and space relationships as to see objects where and as they actually are.
4. Field of Vision – the area that can be seen up and down or to the right or left while the eyes are fixed on a given point.
5. Accommodation – adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye.

Environmental Conditions

Occasional exposure to outside weather conditions