

Job Description**Formal Position Title**

Local Truck Driver

Employment Type

At will

Exempt or Non-Exempt Under the Fair Labor Standards Act

Non-exempt

Full-Time or Part-Time

Full-time (30 to 60 hours per week)

Pay

\$20.00 per hour

Benefits

Paid time off

Medical insurance

Dental insurance

Location

Most functions of the Driver position will take place at the Braden Group office in Oklahoma City, in the Oklahoma City metro and surrounding areas, and in Lawton, Oklahoma.

Work-Related Travel

The Driver will be expected to travel within the greater Oklahoma City metro area, areas surrounding the Oklahoma City metro, Tulsa, and Lawton, Oklahoma using the company truck.

Work-Related Travel Duration and Frequency

The Driver position requires travel during working hours by truck. Required travel time for this position will fall between thirty (30) and sixty (60) hours per week. Usually, the Driver will travel forty (40) to fifty (50) hours per week.

Hours of Work

Hours of work for this position are Monday through Friday beginning at 7:00 AM and ending when all work assigned to the Driver on a given day is completed, when it becomes unreasonable to continue working, or at 8:00 PM, whichever comes first. All schedule changes must be submitted in writing to a supervisor and approved, except in the cases of an extenuating circumstance or emergency.

Reports To

The Driver will report to the Junk Frog Manager.

Oversees

The Driver will not oversee other positions.

Key Working Relationships

The Driver will work most closely with the Lead Driver, other Drivers, the Junk Frog Coordinator, and the Administrative Assistant.

Job Overview

The Driver will provide driving and labor services in order to increase the efficiency of company functions. A successful Driver will perform the duties and responsibilities described here in a manner that is safe, efficient, accurate, and professional. The Driver will work within the Administrative department in the Junk Frog Division.

Duties and Responsibilities

- Practice safety and professionalism while performing job functions
- Follow the rules of the Department of Transportation
- Stay up-to-date with federal and state regulations regarding job functions
- Drive and operate a Class 6 motor vehicle
- Use personal mobile device to clock in and out on internet application used by company for time tracking
- Use personal mobile device to access and update internet application used by company for tracking work progress
- Pick up, drop off, and transport dumpsters
- Unload waste from dumpsters at landfills
- Understand the routes of transport and commute
- Perform manual labor as necessary to complete job functions
- Recognize when the truck needs maintenance or repair
- Coordinate maintenance and repair of the truck
- Communicate with customers, vendors, and coworkers
- Foster good relationships with customers, vendors, and coworkers
- Handle and transport documents
- Attend meetings
- Complete any other tasks assigned to this position by company
- Abide by company policy

Preferred Skills

- Good time management and organizational skills
- Good written and verbal communication skills
- Good teamwork skills
- Professional attitude
- Attention to detail
- Ability to concentrate on repetitive tasks for extended periods of time
- Ability to sit in the truck for long periods of time

