



Goodwill of Orange County Job Description

Approved:

VP of Facilities Development & Logistics

07/28/17
Date

Effective: 1/1/1995

Revised: 7/20/2017

Approved:

Sr. Director of Human Resources

7/28/17
Date

MISSION:

Goodwill is in the business of helping people who are facing barriers, to get and keep jobs which provide purpose, pride and dignity. We believe the power of work changes lives.

The expectation of this position is to achieve organizational, team and personal goals in alignment with our Strategic Vision Priorities and through living out our organizational Values.

STRATEGIC VISION PRIORITIES:

- Increase donations and maximize their value in a cost efficient way.
- Increase the profit contribution of our businesses by improving their operational effectiveness.
- Increase our visibility in the community and raise greater awareness of Goodwill's mission.
- Increase and focus resources on services that that will help the most people with barriers get and keep jobs.

VALUES:

- Goodwill Brand
- Independence
- People Working & Learning Together
- Innovation & Growth
- Integrity
- Accountability
- Customer Satisfaction
- Environmental Responsibility

JOB TITLE:

CLASS A DRIVER
(Nonexempt)

AREA:

TRANSPORTATION

DEPARTMENT:

TRANSPORTATION

DIVISION:

FACILITIES AND LOGISTICS

PURPOSE OF POSITION:

To drive Company trucks in a safe and proficient manner. To make pickups and deliveries as required.

SUPERVISION RECEIVED:

Reports directly to the Senior Manager of Transportation & Logistics; receives daily work direction from the Dispatcher.

SUPERVISION EXERCISED:

Gives work direction to Truck Helper on route.

DUTIES AND RESPONSIBILITIES:

1. Ensures the truck has all necessary cargo handling equipment before leaving the yard and sees that it is in good working condition.
2. Drives tractor/trailer combinations/doubles and straight trucks to make pickups and deliveries in a safe and timely manner.
3. Performs a variety of assignments including business pickups, donation site cleanups, store deliveries/returns, trailer pulls, and special pickups.
4. Loads and unloads trucks ensuring truck load is secure.
5. Ensures truck is loaded correctly as dispatched.
6. Uses Goodwill provided cellular phone to communicate and/or input pertinent information into fleet management, internal company, and other software applications (APPs) as required for direction, job assignments, routing, and documenting transportation activity.
7. Maintains communication with Dispatch throughout the day, providing availability or cargo status.
8. Performs pre-trip and post-trip vehicle inspections and forms using fleet management cell application software.
9. Communicates all defective equipment issues to Dispatch for repair or red tag.
10. Ensures helper is out of truck and assisting when backing or when in situations of low or close clearance.
11. Follows all instructions of Dispatch.
12. Ensures assigned vehicles are maintained, inside cab and outside is clean and free of trash and debris.
13. Obeys all transportation laws, particularly traffic laws (speed limit, road restriction, etc.)
14. Completes all required forms, logs and tickets correctly.

15. Demonstrates good customer service skills and projects a good company image to the public, customers, donors, and coworkers.
16. Operates a forklift.
17. Works overtime as required.
18. Performs other job related duties as required.
19. Receives work and safety instructions and answers questions.
20. Communicates with management, co-workers, consumers, and the general public.
21. Safeguards company property, including donated goods. Reports any incidents of theft or unauthorized possession of company property.
22. Acts safely at all times, following all safety rules and regulations.
23. Follows all company policies and procedures.
24. Promotes and demonstrates cooperation and teamwork. Assists and shares knowledge and information with other employees as needed.
25. Uses good interpersonal skills such as courtesy, sensitivity, politeness, and thoughtfulness.
26. Works with, trains, and/or acts as a good example for program participants receiving training at Goodwill.

MINIMUM JOB REQUIREMENTS:

1. Twenty-five years of age, and two years of experience.
2. Ability to operate multiple-axle equipment with trailer lengths to 53 feet, and doubles.
3. Valid California Class A driver's license and safe driving record; double endorsement desired, but not required.
4. Proof of current D.O.T. physical.
5. Ability to communicate and understand English well enough to communicate effectively with management, co-workers, clients and the general public.
6. Ability to lift up to 50 lbs.
7. Ability to use fleet management system and other applicable software applications as required.
8. Forklift certification required.

9. Must be able to pass road test.
10. Subjected to random drug testing.

WORK DEVICES/MATERIALS/EQUIPMENT USED:

- Vehicles: bobtail truck, tractor trailer, pick-up truck
- Equipment: forklift, hand truck, pallet jack, wheeled carts, other moving supplies
- PPE: leather gloves, work boots, back brace/belt
- Software: Cell phone, fleet management systems, GPS, internal company applications
- Other tools: pens, forms

SPECIAL REQUIREMENTS:

1. Ability to work nights, days, or weekends as required.
2. Consecutive days off may not be available due to work volume/schedule conflicts.

PHYSICAL REQUIREMENTS: (See Attached)

PHYSICAL DEMANDS :

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing		X		
2. Bending			X	
3. Carrying			X	
4. Climbing		X		
5. Crawling		X		
6. Crouching		X		
7. Feeling		X		
8. Fingering/Fine Dexterity		X		
9. Flexing Wrist		X		
10. Grasping/Squeezing		X		
11. Handling/Gross Dexterity		X		
12. Hearing			X	
13. Kneeling		X		
14. Lifting			X	
15. Pulling		X		
16. Pushing		X		
17. Reaching – Above Shoulder		X		
18. Reaching – Shoulder & Below			X	
19. Reclining		X		
20. Sitting			X	
21. Standing			X	
22. Stooping		X		
23. Talking		X		
24. Tasting/Smelling		X		
25. Throwing		X		
26. Turning Body		X		
27. Twisting Body		X		
28. Walking			X	
29. Near Vision				X
30. Midrange Vision				X
31. Far Vision				X
32. Depth Perception				X
33. Visual Accommodation		X		
34. Color Vision				X
35. Field of Vision/Peripheral				X

LIFTING AND CARRYING DEMANDS:

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
	SEDENTARY Class 1 (Administrative)	10 Pounds	Negligible	Negligible
	LIGHT Class 2 (Clerical & Light Work Activity)	20 Pounds	10 Pounds and/or Walk/Stand/ Push/Pull of Arm/Leg Controls	Negligible and/or Push/Pull of Arm/Leg Controls while seated
X	MEDIUM (Moderate Physical Activity)	50 Pounds	20 Pounds	10 Pounds
	HEAVY (Heavy Physical Labor)	100 Pounds	50 Pounds	20 Pounds

ENVIRONMENTAL CONDITIONS:

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors		X		
Outdoors				X
Dust		X		
Electric Shock	X			
Explosive	X			
Exposure to Weather		X		
Extreme Cold		X		
Extreme Heat		X		
Fumes/Gases		X		
High Exposed Places	X			
Loud Noises			X	
Mist	X			
Moving Mechanical Parts			X	
Odors		X		
Poor Ventilation	X			
Radiant Energy	X			
Toxic/Caustic Chemicals		X		
Vibration		X		
Wet/Humidity		X		

NAME:

SIGNATURE:

DATE: