SUMMERS MANUFACTURING COMPANY, INC. POSITION DESCRIPTION

POSITION TITLE: Truck/Shuttle DriverDEPARTMENT: ProductionIMMEDIATE SUPERVISOR: Dispatcher – Shipping and ReceivingFLSA: Non-ExemptSUPERVISION RESPONSIBILITIES: NoFLSA: Non-Exempt

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Responsible for delivering finished agricultural equipment and parts to customers, and shuttling parts & machinery between plant locations.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Load and unload trucks utilizing hand truck or fork lift.
- B. Observe and advise employees who load trucks.
- C. Make outside deliveries using company vehicle.
- D. Pick up company goods using company vehicle.
- E. Provide maintenance on company truck and trailer.
- F. Schedule service work for company truck and trailer.
- G. Ensure deliveries are done in a safe and timely manner and that goods arrive in excellent condition.
- H. Maintain paperwork on repairs done to company vehicle.
- I. Maintain fuel and mileage logs.
- J. Provide shuttle services between plant locations.
- K. Drive pilot vehicle when needed.
- L. Assist with material handling when needed.
- M. Snow removal when needed.

3. JOB SPECIFICATIONS:

- A. Education/License/Certification Requirements
 - 1. High School diploma or equivalent or experience as outlined below, required.
 - 2. CDL (Commercial Driver's License) with a clean driving record, required.

- 3. Forklift operator's license, required.
- B. Experience Requirements
 - 1. Knowledge of, and experience with, various shop tools, required.
 - 2. Basic mechanical ability required.
 - 3. Minimum of two (2) years trucking experience, required.
 - 4. One (1) year experience in shipping and receiving, preferred.
- C. Physical Requirements

This position will involve that physical exertion found in a metal fabrication company making agricultural equipment and will include stooping, climbing, lifting and other such exertion necessary to become and remain familiar with plant type work.

- 1. Ability to sit for long periods of time, up to six (6) hours per day, required.
- 2. Ability to stoop, bend and/or reach over head several times during the day, up to four (4) hours each day, required.
- 3. Ability to climb and balance several times during the day, required.
- 4. Possess close vision (clear vision at 20 inches or less), and distance vision (clear vision at 20 feet or more), required.
- 5. Ability to judge distance and spatial relationships, including three dimensional, required.
- 6. Ability to adjust the eye to bring an object into sharp focus, required.
- D. Lift and Carry Requirements
 - 1. This position requires frequent lifting and carrying boxes of incoming parts and materials weighing up to 70 lbs. in short distances up to 25 feet.
 - 2. This position requires frequent lifting and carrying of parts and materials, weighing over 70 lbs. using hand truck, hoist or forklift.
- E. Equipment/Tools Requirements
 - 1. Ability to utilize forklift, hoists, tractor and loader, required.
 - 2. Ability to utilize packing and shipping tools such as steel banding equipment and floor scale, required.

- 3. Ability to utilize variety of hand tools such as wrenches, hammers, screw drivers, etc., required.
- F. Environment Requirements

This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:

- 1. Ability to work around fumes and chemicals, required.
- 2. Ability to work around moving parts, required.
- 3. Ability to work outside, required.
- 4. Ability to work in adverse weather conditions, required.
- 5. Ability to work around loud noises, required.
- G. Communication Requirements
 - 1. Excellent communication skills, required.
 - 2. Ability to work as part of a team, required.
 - 3. Excellent customer relation skills, required.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

* Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.

- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.

* Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.