

Local Cartage - Short Haul Driver Non CDL Job Description

Company Overview:

Maher Bros./Riley Moving is a provider of moving and storage services in the state of Iowa. Established in 1922 Maher Bros./Riley Moving is an agent for Allied Van Lines.

Position Summary:

This position will serve as a local and short haul driver for Maher Brothers. This position will also service as warehouse assistant.

Location:

Cedar Rapids, Iowa

General Job Duties:

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Organization, and must conduct themselves with behavior that supports these values.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments and/or deadlines, as well as checking voicemails and/or emails as appropriate.
- All employees are expected to escalate issues as necessary.
- All employees must conduct themselves in a respectful and professional manner as outlined in the Company's code of ethics and conduct, as found in the policy book.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by management for one or all members of the team.
- All employees must occasionally collaborate with the leadership team to create, revise, and maintain accurate job descriptions.

Essential Job Functions:

- Maintain a clean, physically safe, and orderly work area.
- Be available from 7:00 AM and 7:00 PM for emergencies.
- Occasionally work weekends and/or out of town for 3-5 days.
- Make daily deliveries to Maher Bros. customers in a timely, and pleasant manor.
- Be proficient in providing all services Maher Bros. provides, including storage.
- Work and coordinate with dispatch and warehouse personnel.
- Cooperate with the Maher Bros. random drug and alcohol test requirements and report to the drug test facility within the allotted amount of time, when selected.
- Comply with Maher Bros. safety rules and regulations, particularly the Employee Handbook.
- Comply with all Federal Motor Carrier Act laws.
- Perform other job duties as assigned.
- Turn paperwork in to dispatch daily.
- Check dispatch call line for dispatch orders.

Cross Training Requirements:

- This position is responsible for willingly cross training with their office peers to the point of covering all basic responsibilities in the case of their absence.

Position Requirements:

The requirements listed below are representative of the knowledge skills and abilities required. Employees who do not possess the requirements for a job at the time of hire will not be considered for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Skills and Experience:

- Capable of working effectively independently and in a team environment
- Must be self-motivated, goal and detail oriented
- Flexible and adaptable to changing work environment
- Ability to prioritize multiple tasks and manage time efficiently
- Must pass a background check according to our Safety Manual on eligibility for employment
- non CDL driver valid driver's license required
- Approved by Maher Bros' insurance carrier
- Must have approved CSA scores
- Must pass the E-3 physical test according to our Safety Manual on eligibility for employment
- Must pass the pre-employment drug test according to our Safety Manual on eligibility for employment
- Qualify with AVL or NAVL

Education and Credential Requirements:

This position requires a High School diploma and the required licensure.

Language Requirements: The primary language of the Organization is English. Excellent communication skills, are defined as the ability to:

- Actively listen for total comprehension
- Ask questions that enhance the understanding of a certain topic
- Relay information and/or instruction in a descriptive and understandable fashion in both written and verbal forms

Mathematical Requirements:

Basic math knowledge is required including addition, subtraction, multiplication, and division skills to the general degree.

Reasoning Ability Requirements:

Basic-level reasoning skills are required for schedule management, taking direction from one's supervisor, and excellent customer service.

Physical Requirements:

Occasional lifting up to 80 pounds. may be necessary from time to time. Must be able to sit, concentrate on a computer monitor, and type for long periods of time (up to 8 hours a day).

FLSA Status:

Non-exempt: These employees are regularly scheduled to work at least 30 hours per week and paid hourly. This position considered full time and requires 40 hours a week; however, if overtime is approved, non-exempt employees will earn time an a half the regular hourly rate. Full time employees are eligible for benefits.

Schedule Expectations:

The Organization's normal hours of operation are from Monday through Friday, from 8:00 am to 5:00 pm, which are the hours for this position.

Supervision Requirements:

This position has no supervisory duties.

This position reports to: Assistant Operations Manager, Cedar Rapids.

I fully understand the responsibilities of this position and believe them to be reasonable. Additionally, I attest that I am fully qualified, and capable of performing these job requirements successfully.

Name (Print)

Signature

Date