

PENDLETON GRAIN GROWERS, INC.

Job Description Guidelines for
Clerical and Hourly Paid Employees

Position Title: Grain Truck Driver		rev. #434	
Wage/Hour Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt			
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal			
Division: Grain		Department: Trucking	
Location: Prosser Washington		Grade Level: F	
Title of Immediate Supervisor: Trucking Supervisor			
Title of Positions Indirectly Supervised [Functional]:			
Job Description:			
Approved by: _____	Title: _____	Date: _____	
Grade Level Assignment:			
Approved by: _____	Title: _____	Date: _____	

BASIC JOB PURPOSE:

Transport farm commodities, fertilizers, and chemicals and perform light mechanic duties on trucks. Perform other duties as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

An asterisk (*) beside a Principal Duty and Responsibility indicates a function that is essential to this position.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

	<u>Duties</u>	<u>Percent of Time</u>
*1)	Drive tractor/double trailer combination in compliance with all traffic and DOT regulations, usually over the road, to deliver grain and other commodities as directed and assist in loading and unloading grain at the elevator, terminal, or other destination.	80%
*2)	Perform normal maintenance checks and service on equipment.	10%
*3)	Inspect and make out truck condition reports per DOT regulations. Maintain daily driver log, bills of lading and other paperwork as required.	10%

PHYSICAL REQUIREMENTS OF THE JOB:

<u>Activity</u>		<u>Percent of Time</u>	<u>If Lifting, Approximate Weight (lbs.)</u>
1)	Climbing up and down on trailers and walking on catwalks	36%	
2)	Sitting in one position for a long period of time	60%	
3)	Changing tires and chaining tires	2%	100
4)	Ability to make equipment repairs on the road or to able to accurately report problem to supervisor.	2%	

EQUIPMENT OPERATION REQUIREMENTS:

<u>Type of Equipment</u>	<u>Work Performed</u>	<u>Percent of Time</u>
Truck	Moving commodities	60%

MENTAL REQUIREMENTS OF THE JOB:

Ability to read, write and perform mathematical calculations. Ability to communicate, verbally and in writing, with other employees, growers, and supervisor. Fill out accident reports.

TRAINING, EDUCATION, & EXPERIENCE REQUIREMENTS:

Formal Education Required..... High School Graduate
 Work Experience Required 2 or more years
 Equipment Operation Experience Required General training gained on the job

PERFORMANCE STANDARDS FOR THIS JOB:

- 1) Operate equipment in a safe and lawful manner.
- 2) Perform assigned hauling tasks in a timely manner and maintain equipment in good condition.
- 3) Maintain good relationships with growers, other employees and the public.
- 4) Complete the required paperwork correctly and on time.
- 5) Work Saturdays and Sundays when needed.