DBA Value Auto Auction

Position Description

Position Title: 4 Hauler - Driver (CDL-Class B)
Job Code: 620
Salary Grade: Hourly/Miles
Department: Transportation
Reports to: Transportation Manager
FLSA Status: Non-Exempt
Date: August 8, 2022

Job Summary: Responsible for safe deliveries to and from the Value Auto Auction via 4 Car Hauler while following all DOT regulations set forth by the Ohio Department of Transportation.

Primary Responsibilities:

1. Operate and transport a vehicle to and from various dealerships, Value Auto Auction, Akron Auto Auction, and other designated locations.
2. Check all load related documentation to ensure completion and accuracy.
3. Perform pre trip/post trip inspections of vehicle following DOT regulations. Annotates any damage or needed repairs on maintenance log and reports those damages/repairs requests to the Transportation Manager.
4. Safely load and unload all customer vehicles from hauler trailer. Once vehicles are placed correctly on trailer, ensures they are securely strapped down using chains and/or straps.
5. Follow all traffic laws. Report any violations or accidents to the Transportation Manager.
6. Maintain an open line of communication with the Transportation Manager.
7. Prepare and maintain daily driver logs.
8. Report highway safety hazards noted in route.
9. Promptly report any delays due to breakdown of vehicle or other emergencies.
10. Perform other related duties as assigned.

Knowledge, Skills, and Abilities Required at Time of Hire:

1. Ability to operate a five-speed manual transmission vehicle.
2. Must be able to sit and remain alert while driving for a period of up to eight hours.
3. Exceptional verbal and written communication skills; ability to express information clearly.
4. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
5. Ability to work independently as well as in a group setting.
6. Ability to troubleshoot problems, evaluate options and implement solutions.
7. Ability to analyze information and make effective decisions.
8. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette; searches for ways to improve service and sales.
9. Conflict resolution skills.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to handle constructive feedback and implement an appropriate action plan.
12. Working knowledge of the traffic rules and other regulations.

Certificates and Licenses:

A Valid driver license with a CLASS B CDL, along with an insurable driving record. Pass DOT pre-employment and drug screening.

Education and Other Requirements:

1. High School Diploma or general education degree (GED) along with at least six to eight years related experience and/or training; or equivalent combination of education and experience is required.
2. Knowledge of basic automotive maintenance procedures (tire pressure, oil check, adding of oil, windshield fluid, etc.) is required.

Job Context:

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. Must be able to shift manual transmission and operate foot pedals of the vehicle.
3. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
4. Occasionally lifts to 15 pounds.
5. The noise level in the work environment can be moderate to loud because of the close proximities of running vehicles.
6. This position is performed mostly outdoors, on the lot, at the dealership locations or in the vehicle.
7. Job is typically performed five days a week Monday, Tuesday, Wednesday, Thursday, and Friday.
8. Hours may vary while there are definite start times 7AM or 8AM, depending on the day of the week or otherwise directed by transportation manager, there is no end time as trips may vary.
9. Due to the unpredictability of the volume of vehicles that are to be delivered or picked up drivers may be asked to come in on Saturdays.
10. Exposure to extreme conditions in outdoor weather while working on company grounds, dealerships, and with vehicles.

Performance Indicators:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Acceptance of Responsibility:

I, _____ have reviewed the above job description and fully understand

the conditions set forth therein, and as employed as the _____, I will perform these

duties to the best of my knowledge and abilities.

_____ _____

Employee Signature Date