



Driver – Ready Mix

FLSA Status: Full Time

Reports to: Dispatcher

Summary

Makes scheduled deliveries at the various plants/locations. Loads, unloads, and transports ready mixed concrete and other related materials.

Essential Duties and Responsibilities

1. Drives ready mix truck and delivers concrete to customers/job sites
2. Recognize surroundings and practice traffic awareness to maintain safe environment at plant, job site, and during transport
3. Ensure legal weight of loaded truck
4. Ensure proper loading and adjusting of ready mix to proper slump
 - After loading of product, make sure all materials are cleaned off outside of truck/hopper before leaving the yard
5. Add value-added supplies as deemed necessary (i.e., rods, color, add mixtures, expansion joints, etc.)
6. Operates truck at job site to unload concrete for customer
7. Contact customer on job site for unloading instructions and obtain signature on delivery tickets
8. Adjust load to customer requirements and note all changes made to concrete, as well as weather conditions and/or anything that may affect the quality of the concrete – these notes must be on the delivery ticket
9. Pre- and post-trip truck inspections, including completion of proper paperwork
10. Clean and maintain ready mix truck
 - a) After unloading concrete at job site
 - b) Spray truck with cleaning solutions, as deemed necessary
 - c) Other responsibilities for daily cleaning and maintaining may include, but are not limited to the following: tires/lug nuts, lights, greasing, chipping out the drum, etc.
11. Report all repairs needed on the truck to fleet mechanic, on a timely basis
12. Ensure proper use of truck tracking software
13. Report information accurately and completely on daily time sheets, as well as mileage logs
14. Maintain proper information and perform daily 'housekeeping' in truck cab
15. Ensure compliance with OSHA, DOT, EPA, DNR, MSHA, Federal, State, and local safety, as well as environmental regulations, including attending recommended and required training(s)
16. Develop product knowledge and understand the importance of quality and service
17. Performs other duties as requested.



Job Description *Continued*

Education and/or Experience

- High school diploma or general equivalency diploma (GED)
- The ability to drive delivery vehicle
- Possess valid commercial driver's license (CDL)

**Individuals will be taken into consideration if they are able to obtain their CDL within reasonable amount of time upon hire.*

- Able to travel over interstate as allowed by issued CDL regulations
- Hold current medical card

Language Skills

The ability to read and comprehend instructions, short correspondence, and memos. The ability to complete time and production reports. The ability to effectively communicate information in one-on-one, as well as in small group situations to other employees of the organization.

Reasoning Ability

The ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk, hear, and listen; as well as use hands to handle, touch objects, or controls. The employee is regularly required to stand and walk. On occasion the incumbent may be required to climb, stoop, bend, lift, and/or reach above the shoulders. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The individual has some exposure to possible injury and low-to-moderate exposure to fumes, vapors, grease, oil, dust, etc. Must follow all safety requirements carefully.

Equipment Used

Ready mix truck, loader, and/or other miscellaneous equipment as deemed necessary

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Noise levels are usually moderate and occasionally high due to the use of equipment and the running of vehicle engines.



Job Description *Continued*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and loud noises. In addition, the employee is regularly exposed to outside weather conditions, of which may be unfavorable at times.

*Individuals must have the ability to work flexible shifts, of which may include nights, weekends, and/or overtime.

Performance Measurement

- Truck inspections and paperwork is accurate and completed daily
- No safety violations
- Each job requirement is met

Employee Acknowledgment _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.