



Creek Indian Enterprises Development Authority

Muskogee Technology Opens: 6-16-17 Closes: Until Filled

Truck Driver/Material Handler

The Truck Driver/Material Handler performs deliveries, loads/unloads materials, moves and stages materials inside and outside of the facility, moves materials to and from storage or inventory using fork-trucks, pallet jacks, hand-trucks, etc. As needed, drives a refrigerated straight truck with a GVW of 25,595 pounds. Refrigerated truck driving will be paved roads only, dock to dock. Truck Driver/Material Handler will primarily be required to drive a ¾ ton or 1 ton pickup truck, with or without goose-neck trailer attached.

Reporting Relationship

The Truck Driver/Material Handler shall report directly to the Materials/Purchasing Manager.

Duties and Responsibilities

- Follow appropriate safety procedures for providing prompt delivery and pick up services transporting goods or materials to destination while maintaining Alabama Department of Transportation (ALDOT) rules and regulations.
- Check vehicles to ensure that mechanical, safety and emergency equipment is in good working order as required by ALDOT.
- Secure cargo for transport, using ropes, blocks, chain, binders or covers as required by ALDOT.
- Read bills of lading to determine assignment details.
- Loads, unloads, and moves materials within or near the facility, yard, or work site while performing any combination of duties necessary to perform the installation or removal of bracing, strapping, banding, palletizing, etc.
- Assist the Composite Team, as needed, by performing duties such as helping with inventory, preparing loads for transport, receiving raw materials, operating equipment as needed and housekeeping of loading dock (inside and outside) and freezer.
- Maintain daily operations and inspection sheet and notify management of equipment, machinery, and tool malfunctions and of any needed repairs.
- Communicate effectively with the appropriate management to complete assigned tasks.
- Maintains a professional appearance.
- Adheres to Muskogee Technology and Departmental Guidelines.
- Performs other duties as assigned by management.

Qualifications

- High school diploma or GED equivalent preferred.
- Must possess a valid Class A Commercial state driver's license with valid DOT medical examiner's certification.
- Minimum of five (5) years experience keeping log book and driving truck with a capacity of at least 25,595 lbs. GVW according to ALDOT regulations, or (3) years combined experience driving with Class A or B Commercial Drivers License required.
- Must possess extensive knowledge of traffic laws and defensive driving.
- Must be able to sit and drive for long periods of time.
- Must be able to lift 50 lbs repeatedly.
- Ability to perform manual tasks under varying weather conditions.
- Must maintain a record of dependability, punctuality, and willingness to learn new task.
- Able to understand and complete written and verbal instructions.
- Must be willing to work odd and irregular hours and work independently as well as with a team.
- Ability to comply with all other requirements as specified within the Muskogee Technology Personnel Policies and Procedures.

C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502

Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm

Apply online www.CIEJobs.com Email: HR@pcicie.com

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Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA