



Title: Shredding Truck Driver
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Approved by: Tim Miller, Executive Director

Approval date:

Reports to: Production Manager

Summary

The Truck Driver provides for the delivery and pickup of confidential documents for return to the WCBA for destruction,

Duties and Responsibilities

- Drive shredding truck for paper pick ups
- Follow routes and time schedule
- Deliver empty bins to shredding customers
- Load and unload trucks as needed, frequent lifting and bending in loading trucks
- Operate pallet jacks, forklifts and bailer as needed
- Maintain necessary records and work orders
- Maintain safety consciousness and hazard free environment
- All other duties as assigned

Education/Experience

- High school diploma or GED
- Valid PA driver's license
- Ability to work in lifting and truck loading and unloading activities on a daily basis
- Proven driving record and ability to operate the shredding vehicles
- Effective oral and written communication skills, including basic recordkeeping
- Ability to work independently or in teams
- Self-motivated and well organized work habits

I have read and fully understand this job description.

Employee Signature

Date

WCBA reserves the right to modify, extend, or revise this job description with or without notice.