



<b>Job Title:</b>	OTR Driver	<b>Supervisor:</b>	Transportation Manager
<b>Department/Group:</b>	Production/Shipping	<b>Travel Required:</b>	Yes
<b>Location:</b>	P1 or P2	<b>Position Type:</b>	Production

**Applications Accepted By:**

<b>Fax or E-Mail:</b> 417-286-3350 or hr@signfab.com Subject Line: Job Title <b>Attention:</b> Human Resources	<b>Mail:</b> Sign Fab, Inc. Attn: Human Resources 28625 Harvest View Rd. Stoutland, MO 65567
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**Job Description:**

Sign Fab, Inc. is a wholesale sign manufacture looking for Over the Road Drivers to join our team. We are currently growing to meet the demand for quality custom signs. Our OTR drivers are home most weekends, and drive 3/4 - 1 ton truck & trailer. We pay all miles (.40¢ per mile minimum) and provide hotel stays every night out on delivery. We also offer competitive wages with benefits.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Following DOT regulations.
- Maintain E-log book to record miles covered and hours traveled, and ensure that all necessary documentation with respect is filled and submitted. Also, record damages and shortages incurred. In addition, make sure that all receipts are kept safe and secure
- Observe and comply with all traffic regulations – federal, state and local
- Inspect assigned vehicle regularly to identify and repair minor faults, and to report major mechanical breakdown to a skilled mechanic
- Assist in the loading and unloading of signs being transported
- Communicate with the dispatcher, supervisor, and or clients via Cell phones, email or text
- Ensure safe transportation and delivery of signs to designated locations
- Ensure that assigned vehicle is always neat and tidy, and carry out other regular upkeep like inflating the tires, refueling, checking oil and water, and tightening nuts and bolts
- Report any delay that may affect the timely delivery of signs to the dispatcher and client
- Report any accident incurred in the course of transporting the signs to the dispatcher or supervisor immediately.
- Report any damage incurred during transportation to the supervisor or dispatcher
- Pay tolls and other necessary vehicle levies.
- Responsible for customer receiving signs and them signing a ship & receiving form

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Must be 25 years of age, with a minimum of a Class E driver's license, CDL preferred.
- Clean driving record
- Complete a special driver's application
- Provide a current copy of their MVR
- Excellent customer service skills
- Average numerical skill
- Expansive knowledge of road signs and safety procedures
- Physical strength to assist loading and off-loading of signs
- Must pass a background check, DOT medical exam, and pre-employment drug screening

**ADDITIONAL NOTES**

Will be required to perform other duties as requested, directed, or assigned by Production Manager, and/or Senior Management.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to the classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.