

**Chippewa River Industries, Inc.**  
**Warehouse Assistant/Truck Driver Position Description**

**FLSA:** Non-Exempt

**Reports to:** Operations/Sales Director

**Supervises:** None

**Hours/Days Scheduled:** Monday – Friday, 9:00 – 4:30 p.m.

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**Purpose of Position**

The purpose of this position is to transport materials to and from CRI customers and to aide with CRI shipping and receiving activities.

**Essential Duties and Responsibilities**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Deliver materials to and from CRI as determined by Operations Director and/or Shipping/Receiving Coordinator.
2. Assist with preparing shipments for conveyance including wrapping/banding pallets, completing bills of lading, shipping logs, packing slips and other necessary shipping documents.
3. Assist with receiving and unloading materials. Ensure information on packing slip is consistent with materials received prior to receiving materials.
4. Assist with preparing and shipping items using UPS World Ship program. Maintain a working knowledge of UPS shipping.
5. Assist with organizing and maintaining organization of shipping and receiving area.
6. Schedule maintenance for truck. Perform and document daily safety checks of truck per DOT standards.
7. Ensure shipping equipment (i.e. docks, forklifts, pallet jacks, etc) is maintained.
8. Assume other responsibilities as directed.

**Knowledge, Skills and Abilities**

Ability to carry out verbal and written instructions.

Ability to establish and maintain an effective working relationship with CRI staff/clients.

Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open record laws and other applicable State and Federal Statutes and Regulations.

Ability to use office machines such as computer, calculator, adding machine, copy machine, fax, keyboard, printer.

Proficiency in Word Perfect, Microsoft Word/Office/Excel, and CRI computer programs.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

1. Graduation from high school.
2. Minimum of 2 years shipping/receiving experience.
3. Experience operating a 24 foot freight truck preferred.
4. Successful completion of a pre-employment Dept. of Justice/Caregiver background check and DMV check.
5. Successful completion of pre-employment physical required.
6. A valid CDL Wisconsin driver's license, appropriate/required coverage of auto insurance, and a reliable vehicle are required. Must have a clean driving record for the past 3 years. Records must not have any major moving traffic violations. Major moving traffic include, but are not limited to: Reckless and/or Negligent Driving, OWI, DUI, DWI, Excessive Speeding, Driving with a Suspended, Revoked, or Invalid license, Hit and Run, Refusing to stop for/Fleeing an officer).

**Physical and Mental Abilities to Perform Essential Job Functions Language Ability and Interpersonal Communication:**

1. Ability to communicate with individuals with disabilities.
2. Ability to understand policies and procedures.
3. Ability to work nights, weekends, or holidays if necessary.
4. Ability to learn to observe, record, and report significant behaviors.
5. Ability to effectively meet and deal with the public and to establish and maintain effective working relationships with staff and clients.
6. Ability to lift 50 pounds on a continual basis.
7. Ability to exert physical effort, typically involving lifting, carrying, climbing and balancing, stooping, kneeling, crouching, crawling, pushing, and pulling.
8. Ability to recognize and identify degrees of similarity or differences between characteristics of color, forms, sounds, tastes, odors, textures, etc. associated with job-related objects and materials and ingredients
9. Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record, and

transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

10. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open record laws and other applicable State and Federal statutes and regulations.

### **Mathematical Ability**

Ability to measure, add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

### **Judgment and Situational Ability**

1. Ability to use functional reasoning and application of rational judgement in performing diversified work activities.
2. Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory and/or judgmental criteria.

### **Environmental Adaptability**

Ability to work under moderately safe and comfortable conditions where variations or extremes in environmental factor such as temperature variation, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust may cause discomfort, and where there is moderate risk of injury.

*Chippewa River Industries is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CRI, Inc. will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

This position description does not constitute an employment contract. Employee is an at-will employee with CRI. By signing below, Employee acknowledges receipt of this position description and that Employee has reviewed and understands this position description.

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Original: January 1, 2009

Revised: January 12, 2010, April 30, 2010