



P.O. Box 3148, Oxford, MS 38655
(662) 533-0940

Route Manager Job Description

Position Status: Part-Time

Work Hours: 30 – 40 per week average

JOB SUMMARY:

Driving a company truck to pick up medical waste from, and deliver supplies to, customers on a given route all while providing exceptional customer service.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES:

1. Operate a box, or straight body, truck
2. Perform daily pre-trip and safety inspections on trucks and supplies
3. Insure you have everything needed for the day's route
4. Perform freight handling using appropriate equipment, including but not limited to: pallet jack and hand truck
5. Secure freight inside trailers using appropriate tools and supplies, including but not limited to: straps and rope
6. Verify and complete required documentation and reports
7. Comply with hazardous material regulations and procedures
8. Follow dispatch instructions and communicate with dispatch as required, including but not limited to: delays, arrivals and equipment problems
9. Communicate with customers to determine pick-up or delivery needs
10. Demonstrate internal and external customer service
11. Ask for additional business from customers, and provide leads to sales for potential new opportunities
12. May be required to perform job duties of a road driver or a dock employee where operationally necessary
13. Comply with all applicable laws/regulations, as well as company policies/procedures
14. Perform other duties as required



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Disclaimer: This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

QUALIFICATIONS:

- Must possess a Class D Commercial Driver's License (CDL)
- Must possess acceptable Motor Vehicle Record (MVR) based on hiring standards
- Must meet all Department of Transportation (DOT) regulatory requirements under section 391 of the Federal Motor Carrier (FMC) regulations
- Ability to successfully complete the GreenServ training program
- Ability to count and perform basic math, with or without a calculator
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.)
- Ability to lift/carry hand freight weighing up to 100 pounds several times a week.
- Ability to sit for extended periods of time, bend, twist, squat, and climb in and out of truck
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member

WORKING CONDITIONS:

- Drive throughout shift on all types of roads and in all types of weather
- Exposure to noise and vibration
- Exposure to dust and diesel fumes
- Exposure to hazardous materials shipped and packaged under DOT regulations
- Hours may vary due to operational need



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PAY STRUCTURE:

- Training Rate: \$15 per hour for driver initial driver shadowing
- Probationary Rate: \$16 per hour for the duration of the probationary period
- Route Manager (In good standing): Eligible for up to 10% hourly rate increase pending annual employee evaluation

Division Category: Route Manager/ Operations

Company Name: GreenServ Inc.

I hereby acknowledge that I have read and understood this Job Description. I also understand that GreenServ Inc. may revise, supplement or rescind policies, procedures or benefits described in this document, with or without notice.

Name (Printed)	Signature	Date
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Supervisor Name (Printed)	Supervisor Signature	Date
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