

**AMBYTH SHIPPING & TRADING, INC.
TRACTOR TRAILER DRIVER
TRUCKING DEPARTMENT**



SUMMARY: Under general supervision of the Customer Service and Trucking Supervisor, the Tractor Trailer Driver operates the tractor / trailer in the transportation of foreign and domestic containers. Operates boom truck to load and offload cargo and drives delivery van, box truck, low boy and / or other equipment to transport goods to and from Port Authority of Guam, Customer's location and / or the warehouse to designated destinations as assigned by Dispatcher and / or Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned).

- Operates tractor / trailer, low boy, boom truck, cargo van and box truck in accordance with prescribed procedures to transport containers and / or cargo
- Observes safety practices and rules on the road
- Checks gauges and visual indicators for malfunctions and conducts daily inspection of vehicles prior to trip and after completion of duty
- Reports any equipment problems that may be occurring to the Manager Business Development and Special Projects and Mechanic Supervisor
- Makes minor repairs or adjustments such as fixing punctures, checking fluid levels and fueling; Report any exceptions, complaints, claims immediately to the Manager Business Development and Special Projects and / or Dispatcher
- Prepares and complete Invoice Container Receipt Tickets (ICRT) for containers delivered; verifies load against shipping papers
- Pickup Container Delivery Receipts (CDR) and Container Receive Receipt (CRR) from Port Authority of Guam and submit to Customer Service Representative
- Clear shipping documents through Customs & Quarantine and Port Authority of Guam
- Assists in the cleanliness, security and maintenance of the warehouse and machinery and equipment; Maintains vehicle (inside and out) in a clean state and in operating condition
- Assist with unloading and loading of inbound / outbound containers
- Ensure quality service is in line with the company's policy
- Fastens chains, binders or straps to secure load on trailer
- Drives truck to weigh station before and after loading and along route to document weight and to conform to Guam Department of Transportation (DOT) / Department of Public Works (DPW) regulations.

QUALIFICATION REQUIRMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE:

- High School diploma or General Education Degree (GED); or
- Three to six months related experience and / or training; or equivalent combinations of education and experience
- Understand Department of Transportation (DOT) rules and regulations governing the maintenance of the equipment in which assigned

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LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, shipping documents and procedure manuals.
- Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to determine effective and efficient route to take when delivering containers
- Ability to deal with problems involving several concrete variables in standardized situations

CERTIFICATES, LICENSE, REGISTRATIONS:

- Must possess a valid Guam Driver's License compliant with the REAL ID ACT chauffeurs and Commercial Driver's License (endorsements A, B and C) and Medical Examiner's Certificate to comply with US Department of Transportation (DOT) regulation 49CFR part 391.41-49.
- Must be able to obtain Transportation Workers Identification Credential (TWIC) and / or Defense Biometric DBIDS Credential within sixty (30) days of employment

OTHER SKILLS and ABILITIES

- Understands & follows Guam Motor Vehicle Laws and Title 16 of Guam Code Annotated
- Knowledge of Department of Transportation Rules and Regulations i.e., safe driving, hours of service inspection and maintenance and transportation of hazardous materials
- Ability to drive for long periods of time
- Understanding and carrying out verbal and written instructions
- Functional reading, writing and math skills
- Maintaining working relations with staff and public
- Recognizing and maintaining strict confidentiality of work material
- Working independently in the absence of supervision
- Must be able to operate an order picker / forklift
- Must be able to perform physical activities that require considerable use of arms, legs, and full body movements, such as frequent climbing up and down from tractor and trailer, lifting, balancing, walking, stooping, and handling of materials.

COMMENTS: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by the Manager Business Development and Special Projects and / or dispatcher. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AMBYTH Shipping & Trading, Inc. is an Equal Employment Opportunity Employer.