

---

**JOB TITLE:** Truck Driver  
**DEPARTMENT:** Shipping  
**DIVISION/LOCATION:** NMG / All  
**REPORTS TO:** Greenhouse Production Supervisor  
**SUPERVISION/DIRECT REPORTS:** No Direct Reports



---

**ROLE:**

The NMG truck driver provides shuttle service between all 4 NMG locations. They will take racks of plants as well as other materials between locations, pick up and drop off racks, and occasionally make deliveries or pickups in the immediate area. This position is vital to the flow of production activities among facilities in order that each location has the materials to complete their daily assignments.

---

**RESPONSIBILITIES:**

- Transportation between locations and to and from suppliers as needed.
- Pickup and Drop Rentals – Drop and Hook Trailers.
- Assist in loading/unloading of company truck (pallet jacks, Hilo, 2-wheel cart).
- Maintain appearance of transportation equipment (coordinate with Shipping Supervisor).
- Schedule approved equipment repairs (coordinate with Shipping Supervisor/prior approval).
- Complete Daily and Month End mileage and fuel reports and receipts.
- Assist in misc. jobs when shipping/driving responsibilities are fulfilled.
- Performs other related duties as assigned.

---

**REQUIREMENTS:**

**Hours/Days:** Hourly position based on 45 hours per week. Regular hours are Monday through Friday 7:00 am to 4:30 pm. Additional hours and days will be needed during the seasonal peaks, typically April through June.

**Education:** High school diploma or equivalency required with at least 2-4 years of work experience preferred.

**Experience:** Current Class A CDL with a clean driving record. Must pass DOT physical and drug screen pre-employment and random drug screens while employed.

**Abilities/Strengths:** This position requires good organizational skills and time management. Strong communication skills (verbal and written) and strong interpersonal skills. Able to excel in a team environment as well as work with minimal supervision.

**Physical Requirements:** Bend/lift boxes 5-20 lbs. Ability to move rolling racks, some repetitive lifting. Ability to lift/carry 60-75 lbs. short distance. Able to push/pull rolling plant racks up to 2000 lbs. (with assistance). Willing to work as deemed necessary by job requirements.

**Environment:** Usually works in warehouse/loading dock. May spend time outdoors in all weather conditions.