

# **Yellow Transportation, Inc.**

## **DOCKWORKER JOB DESCRIPTION**

### **JOB FUNCTION**

The primary function of a Dockworker is to efficiently sort, handle, and load freight into and unload it from over-the-road equipment, containers, city trailers and/or straight trucks in accordance with oral and written instructions, as well as federal and state regulations.

All Dockworker positions are subject to applicable job bidding procedure.

At some locations, Dockworkers also perform the duties of a Hostler, Road Driver and/or City Driver. (See separate job descriptions.)

### **JOB DUTIES**

**Note: The frequency of performance of these essential duties may vary by location.**

1. Understands and carries out instructions given orally and in writing, including those on manifests and other shipping documents to determine the nature and amount of freight to be unloaded from or loaded onto various types of equipment.
2. Using safe lifting procedures, loads and unloads cargo, including heavy, bulky and/or cumbersome freight. This work is performed either assisted or unassisted, and with or without mechanical aids, applying the principles of leverage and friction, as permitted by the labor agreements and as may be required, at customer facilities or sites and/or Company terminals or yards. The work may include such tasks as the moving of cartons and unpackaged freight between the dock and equipment, balancing of 600-pound drums on their rims and rolling them into place, and overhead loading of packaged or unpackaged freight weighing as much as 80 pounds each. On occasion, loads freight into and unloads it from customer cars, vans, pickup trucks, etc.
3. Uses various mechanical aids, such as barrel trucks, fork lifts and associated hardware, hand trucks, pallet jacks (electric or manual), Johnson bars, rollers and any other available equipment, to move, load, arrange, re-arrange, and unload freight.
4. Uses judgment and discretion to load and secure freight in such a way that the trailer can be operated safely over the road, including securing or resecuring cargo by blocking, bracing and cribbing, using load bars, hammers, nails, wooden blocks, plywood, planks, boards and/or other freight. Ties cargo down, using chains, cables, ropes and straps and various tightening devices. Uses dunnage and padding as necessary to prevent damage.
5. Properly and efficiently completes all necessary paperwork including, inspection reports, manifests, bills of lading, accident reports and any other report or record required by law, regulation or Company policy. Verifies the load against the shipping papers, noting in writing any overages, shortages or damage.

6. Comprehends and complies with applicable hazardous materials handling and placarding regulations, and required emergency responses to hazardous material spills or incidents. Determines the applicability of hazardous materials regulations and placarding requirements to the nature and amount of cargo on a load.
7. Communicates with supervision, in person or by way of telephone or radio in order to advise of moves and scaling problems with equipment, cargo, etc., receive instructions on work to be performed, report delays in the performance of the tasks, reports all injuries and accidents, report safety hazards observed; and report any overages, shortages, damage to freight or improper loading.

When assigned to city driving, road driving, or hostling, Dockworkers must perform all of the duties of the essential functions of the job(s) assigned.

### **OTHER DUTIES**

Depending upon location, Dockworkers perform other duties as assigned, including but not limited to the following:

1. Sweeps or cleans up dock and equipment.
2. Communicates tactfully and diplomatically with persons employee comes into contact with as Company representative.

### **MINIMUM REQUIREMENTS**

1. Can read, write, communicate and comprehend the English language sufficiently to perform the various tasks of the job, including, but not limited to: communicating with coworkers and the general public; understanding oral and written instructions, Company policies and governmental regulations; responding to questions and inquiries from management and government representatives; and accurately completing various shipping papers, reports and records required of the position.
2. Can accurately and efficiently perform the mathematical calculations necessary to do the work, including the counting of freight, calculation of weight, determination of hours of service, computation of time and mileage, etc. Can operate scanning devices at the work location.
3. Possesses the good judgment necessary to perform the functions of the job, including but not limited to, handling the customers' freight safely and efficiently, and communicating tactfully and diplomatically with those persons with whom the employee will be in contact as a Company representative.
4. Has no conviction record indicating that the applicant cannot reasonably be expected to properly fulfill the duties of the job in question.
5. Has a satisfactory past work record.

6. Is available to work on the shift available – either an eight-hour, five-day work shift or a ten-hour, four-day work shift – plus any required overtime. Overtime may exceed four hours a day and may include fifth, sixth and/or seventh day of work as needed.
7. Has demonstrated the ability to maintain good attendance.
8. Is able to work in adverse weather conditions without temperature or other environmental controls and subject to ambient weather conditions.
9. Does not use any drugs or substances that would interfere with the ability to drive safely. Able to pass any Company-administered drug/alcohol test.
10. Passes a Company-administered physical performance test.
11. Is able to understand and implement safe, efficient freight handling and lifting procedures.
12. Is able to enter and exit various types of equipment safely and efficiently.
13. Is able to understand and utilize the methods, procedures and techniques for loading and securing cargo in or on a vehicle in such a way that the trailer can be operated safely over the road and to determine if the cargo being transported has been properly located, distributed and secured on or in a vehicle.
14. Is able to work on non-forgiving surfaces such as concrete, wood and metal, and sometimes on slippery and wet surfaces for the duration of his or her shift and required overtime.
15. Is able to open and close swing-type and roll-up trailer doors as needed in the pickup and delivery of freight.
16. Is able to operate a fork lift (where required) including the changing and use of various accessories and is able to control a two-wheel hand truck, four-wheel dock cart and other freight handling equipment.
17. Can perform the work required in a timely manner and maintain adequate production in order to meet service schedules.

When assigned to city driving, road driving, or hostling, Dockworkers must meet the minimum qualifications of the classification in which they are working.