

JOB DESCRIPTION

Upper Columbia Conference of Seventh-day Adventists

Job title: Moving Driver

Department: Transportation

Classification: Full-time, Non-Exempt

Wage grade/range: \$22.81-\$25.92 (66%-75%)

Credentials: Class A CDL

Supervisor's title: Manager - Transportation

Date written: 07/08/2025

POSITION SUMMARY: Responsible to assist with driving and moving through the Transportation Department, at the direction of the Transportation Manager. This includes activities that are part of the transportation of household goods, general freight, equipment, and other needs related to the movement of the Upper Columbia Conference. This position will operate a wide range of equipment in an OTR (Over the Road) capacity to include Class A, Class B, and non-CDL straight trucks. This position can expect 100% travel.

AUTHORITY, ACCOUNTABILITY: This position reports to the Transportation Manager.

ESSENTIAL JOB FUNCTIONS:

- Primary duty is to drive a Class A truck for the transportation and moving of household belongings for employees, retirees and other moves.
- Have a strong knowledge of Class A operations.
- Operate Class A, B, and C equipment in an OTR capacity as needed.
- Must be able to communicate and execute solutions independently.
- Assist with management of load planning, equipment positioning, and load documentation.
- Ensure that relevant local, state, and federal regulations are met.
- Provide excellent customer service.
- Must be able to manage multiple tasks simultaneously, keep work area professional and clean, and clearly communicate issues relevant to departmental operations.
- Other duties as needed or assigned.

SKILLS & SPECIAL REQUIREMENTS: Class A CDL, basic mechanical skills, moving/transportation experience preferred. Member in regular and good standing of the Seventh-day Adventist church required. Acceptable driving record per North American Division Working Policy and FMCSA.

KNOWLEDGE & SKILL:

- Knowledge of all commercial vehicle laws and regulations
- Great communication and organizational skills
- Ability to schedule and keep appointments with punctuality
- Must demonstrate initiative and problem-solving skills
- Conduct business in an ethical and honest manner

- Excellent verbal and numerical reasoning
- Positive and personable attitude
- Resilient under stress
- Passionate about serving the Adventist Church and working in a supporting role
- Demonstrates superior listening skills, empathy, and patience
- Maintain high level of confidentiality and professionalism
- Detail conscious
- Enjoys working with people

PHYSICAL REQUIREMENTS: Must stay current with CDL physical and visual requirements, ability to repeatedly lift and carry items of 60lbs or more, sit for long periods of time, and be able to stay on knees for periods of time. Must be able to walk, lift, and reach. Must be able to read, speak, and hear. Must be able to communicate effectively in English both orally and in writing.

WORK ENVIRONMENT: Responsibilities may be performed in a sedentary environment under normal office conditions. Work area is well lighted and ventilated. This position will involve extensive driving and working in homes and warehouse locations. The environment can be hot or cold depending on location. Driving conditions will vary and require inclement weather/winter driving skills.

BENEFITS: As a full-time, non-exempt, this position is eligible for the following benefits:

- Healthcare Insurance (Medical, Prescription Drug, Dental, Vision & Hearing)
- Vacation
- Sick Leave
- Retirement Contributions and Employer Matching
- Life Insurance
- Long Term Disability Coverage

EFFECTIVE DATE: _____

EMPLOYEE'S APPROVAL: _____

SUPERVISOR'S APPROVAL: _____

HR APPROVAL: _____