

## OFFICERS

Rick Evanchyk  
Michael Sullivan  
Patrick Smith  
Jon A. Simmons

## DIRECTORS

Rick Evanchyk  
Michael Sullivan  
Patrick Smith  
Jon A. Simmons

## Driver - PT - GW Services, Inc (Secure Shredding) (4940 Bayline Drive, N Ft Myers, FL 33917)

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Date: 2009-09-24, 9:33AM EDT

Reply to: see below

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- Truck Driver - summary:

Responsible for performing services for GW Services. Under general supervision, provides prompt and courteous customer service through extensive personal contact with the public. Trains and supervises employees of Document Destruction Working in a customer service oriented role, plays an essential role on this team driving the company vehicle to make assigned specimen pickups.

### ESSENTIAL FUNCTIONS:

1. Maintains records on material flow, and production of employees when applicable.
2. Maintains security of materials and content of information.
3. Trains and supervise employees and clients who are performing tasks related to the production flow.
4. Provide feedback regarding workers habits, production and interpersonal skills.
5. Demonstrate good work habits and adhere to company policies and rules.
6. Safe operation of equipment.
7. Conduct a daily check of vehicle prior to operation. Ensure all logs and certificates are complete, accurate and legible and inside vehicle at all times during operation.
8. Ensure the carts loaded into the truck reconcile with the amounts on tickets.
9. Complete and maintain an accurate, legible and complete driver's log.
10. Make pickups according to established schedule.
11. Compiles statistical data for routine and complex reports.
12. Operate company owned vehicles in a safe and prudent manner, at all times.
13. Observe established safety guidelines at all times. Report any accidents or incidents involving GW SERVICES trucks/trailers immediately.
14. Wear safety equipment/protection when required.
15. Must wear assigned and required uniform pants/shorts and shirts.

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### ABILITY TO:

1. Safely maneuver vehicles, forward and backward, and in tight quarters.
2. Safely operate a semi tractor/trailer and/or operate a truck and/or utility van.
3. Lift, push, pull and move equipment, heavy carts throughout the day.
4. Load and unload carts from the trailers, trucks, or utility van.
5. Bend, stoop, sit, stand and walk throughout the day.
6. Accurately check fluid levels for proper vehicle operation.
7. Read and write and communicate in English.
8. Accurately perform simple mathematics.
9. Interact and communicate effectively with others.
10. Perform a variety of tasks and the flexibility to change.
11. Push and pull containers full of shredding documents weighing approximately 80-300 lbs.

### SKILLS:

1. Strong organization skills.
2. Basic mathematical skills.
3. Professional communication skills.

### QUALIFICATIONS:

1. Willingness to work in different types of weather.
2. Courteous, kind and friendly during the execution of the delivery process.
3. Maintenance of necessary delivery information on all accounts.
4. Posses a Class-A driver's license with a clean motor vehicle record.
5. Service oriented and dependable
6. High school diploma or equivalent.
7. Minimum two years experience working in customer-oriented environment.
8. Minimum three years of supervisory experience.

Hours per week – 20-35 hours

Schedule- Typical schedule Monday-Friday

Work Schedule – 6:30 a.m. two days per week/ 8:00 a.m. the remaining three working days

Pay - \$8.50

“All Offers of employment are contingent upon passing a drug/alcohol test.”  
GW Services, Inc. is an Equal Opportunity Employer.

Due to contract, applicant must have no criminal background.