

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION**

**POSITION TITLE:** Light Duty Truck Driver

**JOB CODE :** 037103, 032103

**DATE PREPARED :** July 17, 1992

**Revised:** November 15, 1993

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**SUMMARY STATEMENT**

The incumbent transports personnel and cargo in accordance with all applicable U.S. Department of Transportation; Federal Motor Carrier Safety Regulations; state regulations; REECo Safety Codes, policies, and procedures; and the Fleet and Heavy Equipment Department policies and procedures.

**DIMENSIONS**

The incumbent reports to a Light Vehicle Dispatcher Foreman or salaried supervisor and has no supervisory responsibilities.

**NATURE AND SCOPE**

1. Performs transport requirements driving any single vehicle (type "B" vehicle) up to, and not in excess of, 26,001 Gross Vehicle Weight Rating (GVWR) or more pounds or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR; may drive vehicles which are placarded for hazardous materials or designed to transport more than 15 people.
2. Performs a vehicle inspection before driving/operating his or her vehicle;
3. Maintains familiarity with truck transport equipment (i.e., liftgate operations, scissor lift operations, vacuum pump trucks, hoist bed dumps, oil distributor trucks, and water trucks);
4. Prepares a written Driver's Vehicle Inspection report at the completion of the day's work on each vehicle operated;
5. Supervises the loading and offloading of cargo onto his/her vehicle; secures vehicle's cargo in a safe and reliable manner to prevent damage, spills, or leaks;
6. Ensures that the proper license and certification to perform the required task is in possession;
7. Adheres to all applicable traffic regulations;
8. Maintains familiarity with area locations and delivery drop points;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

1. Occasional standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

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2. Frequent sitting while operating equipment; subject to jarring/bouncing/vibration during equipment operation;
3. Frequent lifting/carrying of 10 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of supplies/materials while loading/unloading vehicles using hand trucks/carts;
4. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while maneuvering hand trucks/carts laden with materials/supplies;
5. Occasionally climbing stairs or stepladders or while stepping into vehicles;
6. Frequent bending/twisting at waist/knees while loading/unloading vehicle and at waist/neck while driving;
7. Occasional kneeling while loading/unloading or inspecting vehicle;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while loading/unloading and driving with both arms extended;
9. Constant use of sight abilities at near-, mid-, and far-range of visual acuity, depth perception, peripheral vision, and hand/eye coordination while performing duties;
10. Constant use of speech/hearing abilities for customer/vendor service and while communicating with coworkers/supervisors;
11. Frequent use of smell to identify chemical spills/leaks of material being transported as support in safety awareness.

### **Mental**

1. Good verbal communication skills are required in routing exchanges of information, communicating with coworkers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs and processing Vehicle Inspection Reports and Hazardous Materials checklist;
3. Must be able to read/write/speak English;
4. Basic mathematical skills are required;
5. Concentration, alertness, and attention to detail are necessary while monitoring routine processes and operating motor vehicles;
6. Must have good reasoning skills to be able to apply established procedures effectively and safely;
7. Must be able to deal with time constraints to ensure project completion in a timely and safe manner.

### **WORKING CONDITIONS AND EQUIPMENT USED**

Work is performed indoors in vehicle cab 60 percent of the time and occasionally outdoors, exposed to weather conditions.

**Tools & Equipment Used:** Hand trucks, carts, cargo securing equipment, two-way radio, hand tools, telephone, and vehicle; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

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### **REQUIRED TRAINING AND WORK EXPERIENCE**

Requires one year of light duty truck driving experience. Must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations and be able to pass a driver skills test by Commercial Driver License (CDL) standards, administered by the Fleet and Heavy Equipment Department. Within one year of employment must be certified for hazardous materials and explosives transports and have defensive driving training. Must be 21 years or older.

### **OTHER SPECIAL QUALIFICATIONS**

Valid driver's license required. Duties may require either a valid Class "A" or "B" (CDL) is required.