

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Heavy-Duty Truck Driver

JOB CODE : 037131, 032131

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

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

DIMENSIONS

The incumbent reports to a driver foreman and has no supervisory responsibilities.

NATURE AND SCOPE

1. Performs transport requirements driving any single vehicle or any combination of vehicles (Type "A") with a Gross Combination Weight Rating of 26,001 or more pounds and the Gross Vehicle Weight Rating of the vehicle(s) being towed is in excess of 10,000 pounds. Performs all duties in compliance with Company environment, safety, and health requirements;
2. Performs a vehicle inspection before driving/operating his or her vehicle and prepares a Driver's Vehicle Inspection Report in writing at the completion of the day's work on each vehicle operated;
3. Supervises the loading and offloading of cargo onto his or her vehicle; secures vehicle's cargo in a safe and reliable manner to prevent damage, spills, or leaks;
4. Assures that the proper license and certification to perform the required task is in possession;
5. Adheres to all applicable traffic regulations;
6. Maintains familiarity with area locations and delivery drop points;
7. Displays proper lifting procedures;
8. Must be familiar with all truck transport equipment used by the Fleet Operations Department, Transportation Section;
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;
2. Frequent sitting while driving;

<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>

Heavy-Duty Truck Driver

3. Occasional 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 step ladders 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/gripping while on/offloading 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/foot 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 in giving/receiving instructions;
2. Good written communication is required while completing logs processing Vehicle Inspection Reports and Hazardous Materials checklist;
3. Good reading skills are required to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda;
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, vehicle; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

Heavy-Duty Truck Driver

REQUIRED TRAINING AND WORK EXPERIENCE

Requires two years of heavy-duty driving experience on tractor trailers, semis, hoist bed dumps, belly dumps, fuel trucks, water trucks, etc., (18-wheel configurations). Must possess a current Type "A" Commercial Driver License with the appropriate endorsements and a current Class "A" medical certificate; be physically qualified in accordance with the Federal Motor Carrier Safety Regulations; and be able to pass a driver's skills test by Commercial Driver License standards, administered by the Fleet Operations 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

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Heavy-Duty Truck Driver Foreman

JOB CODE : 037130, 032130

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent receives and reviews all transport requirements; makes dispatch assignments of drivers; gives all the special instruction; selects drivers with the appropriate license, certifications, and job knowledge; selects the proper equipment for the job; makes certain that transport requirements are in accordance with all applicable U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Regulations, state regulations, REECo Safety Codes, policies and procedures, and the Fleet Operations Department policies and procedures.

DIMENSIONS

The incumbent reports to a driver general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans/issues/reviews work; provides directions to craft work team under supervision of this position; may perform same duties as craftspeople being supervised;
2. Interprets specifications/drawings/job orders as needed for area of supervision; establishes/adjusts work sequences to meet work schedule using knowledge of capacities of equipment/assigned personnel;
3. Tracks materials inventory, maintains required records, assigns priorities, and inspects/evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. May perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality, and security programs;
11. Performs related work as required.

Heavy-Duty Truck Driver Foreman

ESSENTIAL JOB FUNCTIONS

<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>

Physical

1. Occasional standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;
2. Frequent sitting while driving;
3. Occasional 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 step ladders 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/gripping while 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/foot 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/interpersonal skills are required in routing exchanges of information, communicating with craft-workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

Heavy-Duty Truck Driver Foreman

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.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of heavy-duty driving experience on tractor trailers, semis, hoist-bed dumps, belly dumps, fuel trucks, etc. (18-wheel configurations). Requires a thorough understanding of all work processes at assigned work locations; requires a good working knowledge of all transport equipment. The incumbent must be certified in Cardiopulmonary Resuscitation, must have basic safety training for supervisors, Quality Education System, and Hazardous Materials training. Must possess a current Type "A" Commercial Driver License with the appropriate endorsements; a current Class "A" medical certificate; and must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations.

OTHER SPECIAL QUALIFICATIONS

None.