



Cow Creek Government Office

Position Description

Position Title: Truck Driver

Department: UIUC

Reports To: UIUC Operations Manager

FLSA Designation: Non-Exempt

Date Written/Revised: 2/15/2018

Pay Grade: 9

POSITION PURPOSE:

Responsible for transporting materials and loading heavy equipment from construction job sites in a safe professional manner. May assist with technical and non-technical routine maintenance duties such as minor equipment repairs or adjustments.

ESSENTIAL FUNCTIONS:

- Operate a variety of vehicles and heavy equipment including but not limited to trucks, bulldozers, backhoes, loaders and trailers.
- Maintain daily driver log reports and equipment logs.
- Participate in Department of Transportation approved random drug testing program.
- Perform pre-trip equipment safety inspections.
- Load heavy equipment and transport materials using lowboys or trailers. Make minor repairs or adjustments to equipment in the field.
- Properly follow company safety procedures. Bring problems to the attention of supervisor.
- Follow daily procedures and protocols as set forth in job orientations and trainings.
- Perform routine inspection and preventive maintenance on assigned equipment and refer defects or needed repairs to supervisor; clean equipment.
- Assist in training of co-workers performing the maintenance and repair duties, as required or assigned.
- Operation of a wide variety of shop and portable power tools.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED Certificate preferred.
- Must have valid Oregon driver's license with CDL endorsement (Class A) and five years truck driving experience preferred (with no active violations within the previous three years).

- Federal Medical Examiners Certificate required.
- Able to read and comprehend written instructions.
- Written communication skills essential.
- Ability to handle multiple priorities and tasks.
- Excellent organizational, verbal, interpersonal, and customer relation skills.
- Ability to understand and carry out written and oral instructions.
- General knowledge of heavy equipment operating principles. Ability to drive and operate the equipment under varying working conditions.

Umpqua Indian Utility Cooperative

Position: Truck Driver/Equipment Operator

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls?) **Continuous-approximately 80% of shift may require sitting on the seat of a truck. Occasional driving to and from job sites may require approximately 2 consecutive hours seat time.**

2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?) **Intermittent to occasional – typically standing on concrete, gravel and asphalt surfaces.**

3. **WALKING** - (Percent of time or hours per day? Surface? Distance?) **Intermittent –short distances, typically walking on concrete or asphalt surfaces and sometimes over uneven terrain such as gravel or dirt.**

4. **POSITIONS** - (Can worker change positions frequently? Occasionally?) **Occasional – turning neck, head, shoulders and hips.**

5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **Frequently up to 10 lbs. and occasionally up to 75 lbs. Occasionally carrying various petroleum equipment such as couplers, hoses and nozzles.**

6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **Frequently up to 10 lbs. and occasionally up to 75 lbs.**

7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Frequent.**

8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **Occasional – from waist and knees.**

9. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **Occasional – from waist**

10. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent – on top trailers to inspect or connect equipment and into operator’s seat of various equipment.**

11. **CRAWLING** - (Surface? Frequency? Distance?) **Intermittent – on concrete, gravel or asphalt surfaces.**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

Position performed with some exposure to the weather elements; frequently from temperature controlled vehicle or equipment operator cab. Works around highly flammable products. Drives and walks in highly congested areas.

___	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
___	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
X	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
___	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
___	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE **DATE**

HR REPRESENTATIVE **DATE**

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.