



# ESSENTIAL JOB ELEMENTS - DRIVER

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## I. JOB SUMMARY

This position reports to the Materials & Equipment Coordinator. Drivers transport materials and supplies to M&D Job Sites, Fabrication Shops, suppliers, vendors, affiliates and external customers in Madison, Morgan and Madison County. This position also assists other trades and performs light maintenance and minor repairs.

## II. QUALIFICATIONS

### A. License & Education

- Must possess a valid Alabama Driver's Class B CDL License; must maintain a good driving record; 2-3 years CDL driving experience required.
- High school/GED or equivalent.

### B. Requirements

- Must be at least 21 years old.
- Must pass a DOT Physical.
- Working knowledge of proper lifting techniques.
- Current MVR indicating not more than 3 violations in the past 3 years.
- Comply with M&D CDL Driver Policy and DOT requirement.

### C. Skills/Ability/Experience

- Ability to understand and follow verbal and written instructions with minimum supervision.
- Ability to effectively communicate in writing and verbally.
- Ability to observe proper safety precautions.
- Ability to perform heavy manual tasks under varying conditions.
- Ability to drive and operate various cab controls (i.e. crane, dump truck, etc.).
- Functional ability to read, write and perform basic math functions required.
- Experience with a standard transmission required.
- Must maintain a professional appearance and wear required PPE as needed.
- Must be in good physical condition and able to stand for eight or more hours per day.
- Must be able to work outdoors in all types of weather.
- Must be able to frequently lift, push and/or pull heavy objects & boxes.

## III. JOB ESSENTIAL FUNCTIONS

- Complete assigned work, delivery of material in the most time-efficient manner, collecting miscellaneous paperwork and following safe work practices.
- Assist and/or cooperate with other trades in performing their assigned duties.
- Load, transport, unload and furnish others with materials, tools, equipment, and supplies (various sized piping, sheet metal, tools and equipment) as to avoid any damage to material or individuals.
- Maintain the delivery truck, including servicing, maintaining the gas and oil, and keeping it clean.
- Assist in lifting, carrying, positioning, and securing of materials and work pieces during loading and unloading.
- Deliver company documents to and from job sites, local office, and other suppliers or vendors, as well as making daily pickups.



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- Report to supervisor before, during, and after deliveries, to support the office or fabrication shops with other duties (trash, recycling, shelving, warehousing, etc.).
- Participate in any training deemed necessary, either for self or for training of other drivers.
- Must be able to perform all tasks associated with specific equipment. Example: all dump truck and crane truck functions and operations.
- Positive interaction with others on a daily basis and represents the company effectively.
- Maintain a good driving record on and off duty and adheres to all motor vehicle laws.
- Conducts daily pre-trip inspections of assigned vehicle to make sure the truck is safe for operation. Pre-trip inspection form is properly filled out and turned in on a daily basis.
- Responsible for properly fueling truck and turning fueling receipts in to the supervisor daily.
- Light facilities maintenance of corporate office (i.e. handyman - general maintenance & minor repairs)

#### IV. PHYSICAL QUALIFICATIONS:

- Climb up or down ladders, stairs, and scaffolds.
- Maintain balance on uneven surfaces, i.e. scaffolding, platforms, etc.
- Reach for, handle and manipulate objects and material.
- Lift and carry objects up to 60 pounds.
- Stoop, kneel, crouch, and crawl.
- Stand and walk for long periods.
- Sit for long periods.
- See and hear (either naturally or with correction).

*Equal Opportunity/AAP/M/F/Disabled/VET Employer*