

## **Prime Construction Group Job Description**

**Job Title:** Driver  
**Department:** Equipment  
**Reports To:** Equipment Manager  
**FLSA Status:** Non-exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 04/14/2010  
**Approved By:** VP Operations  
**Approved Date:**

**Summary** Drives truck or tractor-trailer combination with capacity of more than 20 tons, to transport fill, deliver goods, and other materials to and from specified destinations, by performing the following duties.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Drives transportation vehicles to and from job sites, obeying all DOT, OSHA, company safety standards, and state and city laws to ensure public safety.
- Maintains telephone or radio contact with supervisor to receive delivery instructions.
- Properly secures cargo for transport and positions blocks and ties rope around items to secure cargo in transit and load and unload truck in accordance with all safety standards.
- Prepares receipts for load picked up.
- Collects payment for goods delivered and for delivery charges
- Performs routine inspections and maintenance of truck equipment and supplies such as tires, lights, brakes, gas, oil, and water.
- Reports defects or needed repairs to supervisor or mechanic.
- Maintains driver log of mileage, locations, and materials handled per state and federal regulations
- Performs emergency roadside repairs such as changing tires, installing light bulbs, tire chains, and spark plugs.
- Keeps the truck clean.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

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### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Adaptability-** adapts to changes in the work environment, manages competing demands, accepts criticism and feedback, changes approach or method to best fit the situation.

**Attendance & Punctuality-** schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.

**Communications-** expresses ideas and thoughts verbally, expresses ideas and thoughts in written form, exhibits good listening and comprehension, keeps others adequately informed, selects and uses appropriate communication methods.

**Cooperation-** establishes and maintains effective relations, exhibits tact and consideration, displays positive outlook and pleasant manner, aids and support to co-workers, works cooperatively in group situations, works actively to resolve conflicts.

**Dependability-** responds to requests for service and assistance, follows instructions, responds to management direction, takes responsibility for own actions, commits to doing the best job possible, keeps commitments, meets attendance and punctuality guidelines

**Job Knowledge-** competent in required job skills and knowledge, exhibits ability to learn and apply new skills, keeps abreast of current developments, requires minimal supervision, displays understanding of how job relates to others, uses resources effectively.

**Planning & Organization-** prioritizes and plans work activities, uses time efficiently, plans for additional resources, integrates changes smoothly, sets goals and objectives, works in an organized manner.

**Quality-** demonstrates accuracy and thoroughness, displays commitment to excellence, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.

**Quantity-** meets productivity standards, completes work in timely manner, strives to increase productivity, works quickly, achieves established goals.

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**Safety & Security-** observes safety and security procedures, determines appropriate action beyond guidelines, uses equipment and materials properly, reports potentially unsafe condition.

**Qualifications-** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or two to three years related experience and/or training; or equivalent combination of education and experience.

### **Other Skills, Abilities and Qualifications**

Two (2) years experience as a Transport, Dump or Roll-Off Truck Driver.  
Ability to read and understand written project plans, policies, procedures and instructions.  
Class A CDL License  
Forklift certification.  
Employees may be required to work weekends and/or a variety of work shifts.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is frequently required to sit for long periods while driving. The employee must regularly lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibration. The employee is frequently exposed to risk of electrical shock.

The noise level in the work environment is usually very loud.

**Employee Acknowledgement**

My signature below acknowledges that I have read, understand, and agree with the essential requirements of the job description of Driver with Prime Construction Group, Inc.

I also acknowledge that I have no physical limitations that would limit my ability to perform the physical requirements of this position.

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Employee Name (printed)

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Date

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Employee Name (signature)