

WILLIAM A. HAZEL, INC.

HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

JOB TITLE: Lube Truck Driver

Exempt: No Job Code: 2470 Salary: _____ Division: Field

Dept: Maintenance Location: Chantilly and Manassas

Report to: Supervisor Attendance Requirements: M-F 6:30-5:00, some Saturdays

Prepared by: Mike Thomas Date: August 16, 2006

Approved by: _____ Date: _____

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Management retains the right to add or change duties at any time.

1. Inspect truck, equipment and supplies, such as tires, lights, brakes, fuel, oil and water.
2. Start engine, shift gears, press pedals and turn steering wheel to operate truck.
3. Drive standard transmission truck to various job sites to service equipment.
4. Requires some climbing onto various pieces of heavy equipment to service.
5. Remove oil filters and drain plugs from machines.
6. Fill machines with oil and restock truck with supplies.
7. Must be able to lift 50 lbs.
8. Must be able to work well with others.
9. Must maintain telephone and radio contact with dispatcher for instructions.

Name: _____

Sign: _____

Date: _____

1.

PHYSICAL ACTIVITIES / HOURS PER DAY:

Repetitive Motion of Hands and Feet:

		<u>Repetitive Hand Motion:</u>		<u>Repetitive Foot Motion:</u>	
		L	R	L	R
Sitting:	<input type="text" value="3"/> Light grasping:	<input type="text" value="0"/>	<input type="text" value="5"/>	Hard push:	<input type="text" value="3"/> <input type="text" value="3"/>
Standing:	<input type="text" value="3"/> Strong grasping:	<input type="text" value="4"/>	<input type="text" value="4"/>	Lt push:	<input type="text" value="2"/> <input type="text" value="2"/>
Walking:	<input type="text" value="4"/> Fine dexterity:	<input type="text" value="0"/>	<input type="text" value="0"/>	Lift:	<input type="text" value="1"/> <input type="text" value="1"/>
	Keyboarding:	<input type="text" value="0"/>	<input type="text" value="0"/>	Shove:	<input type="text" value="0"/> <input type="text" value="0"/>

Repetitive Motion of the Muscular and Skeletal Body:

	Rarely: 0 - Hrs	Infrequently: Up to 3 Hrs	Occasionally: 3 to 5 Hrs	Frequently: 5 to 8+ Hrs	Marginally:
Bend:	X				
Balance:		X			
Climb:			X		
Crawl:	X				
Crouch:		X			
Kneel:		X			
Push / Pull:			X		
Reach:			X		
Squat:	X				
Twist:	X				
Overhead Lifting:					
Lift / Carry 0 - 10 pounds:		X			
Lift / Carry 11 - 25 pounds:		X			
Lift / Carry 26 - 50 pounds:		X			
Lift / Carry 51 - 75 pounds:	X				
Lift / Carry 76 - 100 pounds:	X				
Lift / Carry Over- 100 pounds:	X				

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to fumes or airborne particles, extreme cold, extreme heat, and vibration. The employee frequently works near moving mechanical parts and in high precarious places and is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually ____.

WORK KEYS: are used across the nation to help individuals, educators, and employers to identify the skill sets people need to be successful on the job and to determine where additional training can help develop a higher caliber workforce. It offers job analysis, assessment, instructional support, reporting and training identification services.

SKILL SETS: required for this job description are:

Applied Math	Reading for Info.	Observation	Applied Tech.	Listening
3	3	5	0	3
Teamwork	Writing	Locating Information		
3	3	4		

PRACTICAL EXPERIENCE: How much experience or on the job training would it take before he / she would be able to perform this job adequately?

Less than 1 week	1 - 3 Mos.	6 - 12 Mos.	2 - 3 Yrs.	3 - 5 Yrs.
		X		

What are some of the important things that they should learn during a period of gaining practical experience?

Learning and memorizing the Northern Virginia highway system, especially the location of the

Many job sites within Loudoun, Prince William and Fairfax Counties.

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

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. Less than high school education required; or up to one year related experience and/or training; or equivalent combination of education experience. Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences. Ability to add and subtract simple numbers and to multiply and divide. Ability to perform these operations using units of American money, weight measurement, volume and distance. Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.