

WILLIAM A. HAZEL, INC.

HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTION

JOB TITLE: Dump Truck Driver

Exempt: No Job Code: 2490 Salary: \_\_\_\_\_ Division: Field

Dept: Trucking Location: Chantilly, Manassas, and Fredericksburg, VA

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

Prepared by: Paul Williams Date: 7/14/05

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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

1. Qualification to drive, under both the DOT regulations and in the opinion of the company.
2. Inspect truck equipment and supplies, such as tires, lights, brakes, fuel, oil and water.
3. Start engine, shift gears, press pedals and turn steering to operate truck.
4. Drive standard transmission truck to various job sites to load and offload materials.
5. Move levers to raise and lower bed when filled, drive truck to work site, and move levers to dump material.
6. Maintain telephone or radio contact with dispatcher to receive instructions.
7. After dumping, check spreader lip for dirt or stone and remove.
8. After loading, check spreader lip and sides for dirt or stone and remove.
9. Maintain a daily inspection log.
10. Inspect tarp for repairs.
11. Must keep track of expiration date of DOT physical card.
12. If truck breaks down:
  - a. Know exact location of where you are . Street and/or road name, Job name. Call in to dispatcher to let them know about truck being down.
  - b. Know roughly what broke (e.g. air line, engine failure, or flat tire).
13. If job is done early, must call dispatcher and see if you can go to another job.

**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="8"/> Light grasping:  | <input type="text" value="0"/> | <input type="text" value="5"/> | Hard push: <input type="text" value="5"/> | <input type="text" value="0"/> |
| Standing: | <input type="text" value="1"/> Strong grasping: | <input type="text" value="8"/> | <input type="text" value="8"/> | Lt push: <input type="text" value="0"/>   | <input type="text" value="2"/> |
| Walking:  | <input type="text" value="1"/> Fine dexterity:  | <input type="text" value="0"/> | <input type="text" value="0"/> | Lift: <input type="text" value="0"/>      | <input type="text" value="0"/> |
|           | 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:<br>0 - Hrs | Infrequently:<br>Up to 3 Hrs | Occasionally:<br>3 to 5 Hrs | Frequently:<br>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:              | X                  |                              |                             |                            |             |
| 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 moderate.

**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<br>Math | Reading<br>for Info. | Observation             | Applied<br>Tech. | Listening |
| 3               | 3                    | 4                       | 3                | 3         |
| Teamwork        | Writing              | Locating<br>Information |                  |           |
| 3               | 3                    | 3                       |                  |           |

**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<br>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?

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**SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Less than high school education required; or up to six months related experience and/or training; or equivalent combination of education experience. 2 years truck driving experience with at least 1 year driving a dump truck. Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with standardized situations with only an occasional or no variables, and the ability to follow directions to a job site. Must have: Commercial Driver's License: Class B; DOT Medical Card: Up to Date.