

WILLIAM A. HAZEL, INC.

HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTION

JOB TITLE: Volvo Truck Driver

Exempt: No Job Code: 1935 Salary: \$15.00/hr. Division: Field

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

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

Prepared by: Tim Roush Date: April 8, 2010

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

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

1. Drive a heavy duty articulating truck with capacity of more than 20 tons to transport materials to and from specified destinations by performing the following duties.
2. Inspect truck equipment and supplies such as tires, brakes, oil and water and grease daily.
3. Climb up into and down from earth-moving equipment.
4. Work outside minimum of eight hours per day in both summer and winter.
5. Start engine, shift gears, press pedals and turn steering wheel to operate truck.
6. Move levers to raise and lower bed when filled, drive truck on work site, and move levers to dump material.
7. Maneuver vehicle in difficult areas to load and dump material; forward, backward and around grade stakes.
8. Perform basic preventative maintenance as required. This includes greasing and checking oil daily.
9. Help foreman set stakes and grades.

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**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="1"/>	<input type="text" value="1"/>	Hard push:	<input type="text" value="1"/> <input type="text" value="5"/>
Standing:	<input type="text" value="1"/> Strong grasping:	<input type="text" value="6"/>	<input type="text" value="6"/>	Lt push:	<input type="text" value="2"/> <input type="text" value="2"/>
Walking:	<input type="text" value="1"/> Fine dexterity:	<input type="text" value="1"/>	<input type="text" value="1"/>	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: 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:	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 Math	Reading for Info.	Observation	Applied Tech.	Listening
3	3	4	3	3
Teamwork	Writing	Locating 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 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?

Develop a cooperative relationship with management and members of the crew.

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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 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 see far away and close up. 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.