

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Extra Heavy-Duty Truck Driver

JOB CODE : 037134, 032134

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent transports personnel and cargo in accordance with all applicable U.S. Department of Transportation regulations, Federal Motor Carrier Safety Regulations, state regulations, REECO Safety Codes, and the Fleet Operations Department policies and procedures.

DIMENSIONS

The incumbent reports to a driver foreman and has no supervisory responsibilities.

NATURE AND SCOPE

1. Performs transport requirements driving any single vehicle or any combination of vehicles (Type "A" vehicle) with a Gross Combination Weight Rating of 26,001 or more pounds and a Gross Vehicle Weight Rating of the vehicle(s) being towed in excess of 10,000 pounds. Performs all duties in compliance with Company environment, safety, and health requirements;
2. Performs a vehicle inspection before driving/operating his or her vehicle, and prepares a written Driver's Vehicle Inspection Report at the completion of the day's work on each vehicle operated;
3. Supervises loading/offloading of cargo onto his/her vehicle;
4. Secures vehicle's cargo in a safe/reliable manner to prevent damage, spills, or leaks;
5. Assures that the proper license and certification to perform the required task is in possession;
6. Maintains familiarity with area locations and delivery drop points;
7. Adheres to all applicable traffic regulations;
8. Maintains familiarity with area locations and delivery drop points;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;
2. Constant sitting while driving; driver subject to jarring/bouncing/vibration while operating vehicles;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Extra Heavy-Duty Truck Driver

3. Occasional lifting/carrying of 10 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of supplies/materials while loading/unloading vehicles using hand trucks/carts, carrying limited-to-short distances up to 50 feet;
4. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while securing loads, loading/offloading, and maneuvering hand trucks/carts laden with materials/supplies;
5. Occasionally climbing stairs or step ladders or while stepping into vehicles;
6. Frequent bending/twisting at waist/knees while securing loads and loading/unloading vehicle and at waist/neck while driving;
7. Occasional kneeling while loading/unloading or inspecting vehicle;
8. Constant use of both hands/arms reaching/handling/grasping/gripping while driving with both arms extended;
9. Constant use of sight abilities at near-, mid-, and far-range of visual acuity, depth perception, peripheral vision, and hand/eye/foot coordination while performing duties;
10. Constant use of speech/hearing abilities for safe operation of vehicle, customer/vendor service, and while communicating with coworkers/supervisors;
11. Frequent use of smell to identify chemical spills/leaks of material being transported to maintain safety awareness and safe operation of vehicle.

Mental

1. Good verbal communication skills are required in routing exchanges of information, communicating with coworkers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs and processing Vehicle Inspection Reports and Hazardous Materials checklist;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda;
4. Basic mathematical skills are required;
5. Concentration, alertness, and attention to detail are necessary while monitoring routine processes and operating motor vehicles;
6. Must have good reasoning skills to be able to apply established procedures effectively and safely.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in vehicle cab 60 to 70 percent of the time; other times driver is outdoors exposed to normal weather conditions.

Tools & Equipment Used: Hand trucks, carts, cargo securing equipment, chains, two-way radio, hand tools, telephone, and motor vehicle; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

Extra Heavy-Duty Truck Driver

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of heavy-duty driving experience (18-wheel configurations) on tractor trailers, semis, hoist bed dumps, belly dumps, fuel trucks, and water trucks is required. Must possess a current Type "A" Commercial Driver License with the appropriate endorsements and a current Class "A" medical certificate; must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations and be able to pass a driver's skills test by Commercial Driver License standards administered by the Fleet Operations Department. Within one year of employment, must be certified for hazardous materials and explosives transports and have defensive driving training. Must be 21 years or older.

OTHER SPECIAL QUALIFICATIONS

"Q" clearance may be required depending upon assignment.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Heavy-Duty Truck Driver

JOB CODE : 037131, 032131

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent transports personnel and cargo in accordance with all applicable U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Regulations, state regulations, REECo Safety Codes, and the Fleet Operations Department policies and procedures.

DIMENSIONS

The incumbent reports to a driver foreman and has no supervisory responsibilities.

NATURE AND SCOPE

1. Performs transport requirements driving any single vehicle or any combination of vehicles (Type "A") with a Gross Combination Weight Rating of 26,001 or more pounds and the Gross Vehicle Weight Rating of the vehicle(s) being towed is in excess of 10,000 pounds. Performs all duties in compliance with Company environment, safety, and health requirements;
2. Performs a vehicle inspection before driving/operating his or her vehicle and prepares a Driver's Vehicle Inspection Report in writing at the completion of the day's work on each vehicle operated;
3. Supervises the loading and offloading of cargo onto his or her vehicle; secures vehicle's cargo in a safe and reliable manner to prevent damage, spills, or leaks;
4. Assures that the proper license and certification to perform the required task is in possession;
5. Adheres to all applicable traffic regulations;
6. Maintains familiarity with area locations and delivery drop points;
7. Displays proper lifting procedures;
8. Must be familiar with all truck transport equipment used by the Fleet Operations Department, Transportation Section;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;
2. Frequent sitting while driving;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Heavy-Duty Truck Driver

3. Occasional lifting/carrying of 10 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of supplies/materials while loading/unloading vehicles using hand trucks/carts;
4. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while maneuvering hand trucks/carts laden with materials/supplies;
5. Occasionally climbing stairs or step ladders or while stepping into vehicles;
6. Frequent bending/twisting at waist/knees while loading/unloading vehicle and at waist/neck while driving;
7. Occasional kneeling while loading/unloading or inspecting vehicle;
8. Constant use of both hands/arms reaching/handling/grasping/gripping while on/offloading and driving with both arms extended;
9. Constant use of sight abilities at near-, mid-, and far-range of visual acuity, depth perception, peripheral vision, and hand/eye/foot coordination while performing duties;
10. Constant use of speech/hearing abilities for customer/vendor service and while communicating with coworkers/supervisors;
11. Frequent use of smell to identify chemical spills/leaks of material being transported as support in safety awareness.

Mental

1. Good verbal communication skills are required in routing exchanges of information, communicating with coworkers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs processing Vehicle Inspection Reports and Hazardous Materials checklist;
3. Good reading skills are required to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda;
4. Basic mathematical skills are required;
5. Concentration, alertness, and attention to detail are necessary while monitoring routine processes and operating motor vehicles;
6. Must have good reasoning skills to be able to apply established procedures effectively and safely;
7. Must be able to deal with time constraints to ensure project completion in a timely and safe manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in vehicle cab 60 percent of the time and occasionally outdoors exposed to weather conditions.

Tools & Equipment Used: Hand trucks, carts, cargo securing equipment, two-way radio, hand tools, telephone, vehicle; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

Heavy-Duty Truck Driver

REQUIRED TRAINING AND WORK EXPERIENCE

Requires two years of heavy-duty driving experience on tractor trailers, semis, hoist bed dumps, belly dumps, fuel trucks, water trucks, etc., (18-wheel configurations). Must possess a current Type "A" Commercial Driver License with the appropriate endorsements and a current Class "A" medical certificate; be physically qualified in accordance with the Federal Motor Carrier Safety Regulations; and be able to pass a driver's skills test by Commercial Driver License standards, administered by the Fleet Operations Department. Within one year of employment, must be certified for hazardous materials and explosives transports and have defensive driving training. Must be 21 years or older.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Light Duty Truck Driver

JOB CODE : 037103, 032103

DATE PREPARED : July 17, 1992

Revised: November 15, 1993

SUMMARY STATEMENT

The incumbent transports personnel and cargo in accordance with all applicable U.S. Department of Transportation; Federal Motor Carrier Safety Regulations; state regulations; REECo Safety Codes, policies, and procedures; and the Fleet and Heavy Equipment Department policies and procedures.

DIMENSIONS

The incumbent reports to a Light Vehicle Dispatcher Foreman or salaried supervisor and has no supervisory responsibilities.

NATURE AND SCOPE

1. Performs transport requirements driving any single vehicle (type "B" vehicle) up to, and not in excess of, 26,001 Gross Vehicle Weight Rating (GVWR) or more pounds or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR; may drive vehicles which are placarded for hazardous materials or designed to transport more than 15 people.
2. Performs a vehicle inspection before driving/operating his or her vehicle;
3. Maintains familiarity with truck transport equipment (i.e., liftgate operations, scissor lift operations, vacuum pump trucks, hoist bed dumps, oil distributor trucks, and water trucks);
4. Prepares a written Driver's Vehicle Inspection report at the completion of the day's work on each vehicle operated;
5. Supervises the loading and offloading of cargo onto his/her vehicle; secures vehicle's cargo in a safe and reliable manner to prevent damage, spills, or leaks;
6. Ensures that the proper license and certification to perform the required task is in possession;
7. Adheres to all applicable traffic regulations;
8. Maintains familiarity with area locations and delivery drop points;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Light Duty Truck Driver

2. Frequent sitting while operating equipment; subject to jarring/bouncing/vibration during equipment operation;
3. Frequent lifting/carrying of 10 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of supplies/materials while loading/unloading vehicles using hand trucks/carts;
4. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while maneuvering hand trucks/carts laden with materials/supplies;
5. Occasionally climbing stairs or stepladders or while stepping into vehicles;
6. Frequent bending/twisting at waist/knees while loading/unloading vehicle and at waist/neck while driving;
7. Occasional kneeling while loading/unloading or inspecting vehicle;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while loading/unloading and driving with both arms extended;
9. Constant use of sight abilities at near-, mid-, and far-range of visual acuity, depth perception, peripheral vision, and hand/eye coordination while performing duties;
10. Constant use of speech/hearing abilities for customer/vendor service and while communicating with coworkers/supervisors;
11. Frequent use of smell to identify chemical spills/leaks of material being transported as support in safety awareness.

Mental

1. Good verbal communication skills are required in routing exchanges of information, communicating with coworkers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs and processing Vehicle Inspection Reports and Hazardous Materials checklist;
3. Must be able to read/write/speak English;
4. Basic mathematical skills are required;
5. Concentration, alertness, and attention to detail are necessary while monitoring routine processes and operating motor vehicles;
6. Must have good reasoning skills to be able to apply established procedures effectively and safely;
7. Must be able to deal with time constraints to ensure project completion in a timely and safe manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in vehicle cab 60 percent of the time and occasionally outdoors, exposed to weather conditions.

Tools & Equipment Used: Hand trucks, carts, cargo securing equipment, two-way radio, hand tools, telephone, and vehicle; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

Light Duty Truck Driver

REQUIRED TRAINING AND WORK EXPERIENCE

Requires one year of light duty truck driving experience. Must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations and be able to pass a driver skills test by Commercial Driver License (CDL) standards, administered by the Fleet and Heavy Equipment Department. Within one year of employment must be certified for hazardous materials and explosives transports and have defensive driving training. Must be 21 years or older.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Duties may require either a valid Class "A" or "B" (CDL) is required.