



Job Description: Team Member/CDL Driver

Alternative Titles: Laborer, Driver, Operator

Revised: October 18, 2017

Department/Business Unit: Guard Rail, Signage, Mow Strip, Yard
FLSA Classification: Non-Exempt
Timesheet Group: HJC / HJC Yard
Reports To: Foreman

General Purpose: Performs construction and other manual labor on highway projects, laydown yard, and other construction sites.

Work Schedule: Varies by project. Must have open availability Monday through Friday including overnight.

Team Member Responsibilities & Duties

- Flag motorists to warn them of obstacles or repair work ahead.
- Set out signs and cones around work areas to divert traffic.
- Perform preventative maintenance on vehicles and heavy equipment.
- Drive heavy equipment and vehicles with adjustable attachments to sweep debris from paved surfaces, mow grass and weeds, drill holes, and spread materials.
- Drive trucks to transport crews and equipment to work sites as needed if applicable.
- Haul and spread sand, gravel, and clay to fill washouts and repair road shoulders.
- Dump, spread, and tamp dirt, using pneumatic tampers, to repair joints and patch broken pavement.
- Clean and clear debris from culverts, catch basins, drop inlets, ditches, and other drain structures.
- Remove litter and debris from roadways, including debris from rock and mud slides.
- Erect, install, or repair guardrails, road shoulders, berms, highway markers, warning signals, and highway lighting, using hand tools and power tools.
- Maintain mechanical equipment.
- Operate equipment or vehicles to clear construction sites or move materials.
- Drive trucks or truck-mounted equipment.
- Move construction or extraction materials to locations where they are needed.
- Spread sand, dirt or other loose materials onto surfaces.
- Inspect completed work to ensure proper installation.
- Compact materials to create level bases.
- Pour materials into or on designated areas.
- Spread concrete or other aggregate mixtures.
- Control traffic passing near, in, or around work zones.
- Clean or prepare construction sites to eliminate possible hazards.
- Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
- Read plans, instructions, or specifications to determine work activities.
- Load, unload, or identify building materials, machinery, or tools, distributing them to the appropriate locations, according to project plans or specifications.
- Measure, mark, or record openings or distances to layout areas where construction work will be performed.
- Dig ditches or trenches, backfill excavations, or compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes.
- Mix, pour, or spread concrete, using portable cement mixers.
- Tend pumps, compressors, or generators to provide power for tools, machinery, or equipment or to heat or move materials, such as asphalt.
- Erect or dismantle traffic barricades, ramps, or other temporary structures.
- Inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met.

Driver Responsibilities & Duties

- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- Follow appropriate safety procedures for transporting dangerous goods.

- Maintain records, such as vehicle logs, logs of working hours, records of cargo, billing statements, vehicle service or repair status, following applicable state and federal regulations.
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Report mechanical problems, vehicle defects, damage to vehicles, accidents, traffic violations, delays, or other traffic and transportation situations to bases or other vehicles, using telephones or mobile two-way radios.
- Obtain and submit receipts or signatures for delivered or loaded goods and collect payment for services when required.
- Drive trucks with capacities greater than 3 tons, including tractor-trailer combinations, to transport and deliver products or other materials.
- Check and verify all load or inventory-related documentation for completeness and accuracy against shipping papers.
- Read bills of lading to determine assignment details.
- Collect delivery instructions from appropriate sources, verifying instructions and routes.
- Read and interpret maps or follow written or verbal directions to determine vehicle routes.
- Plan or adjust routes based on changing conditions, using computer equipment, global positioning systems (GPS) equipment, or other navigation devices to minimize fuel consumption and carbon emissions. Green Task Statement
- Couple or uncouple trailers by changing trailer jack positions, connecting or disconnecting air or electrical lines, or manipulating fifth-wheel locks.
- Crank trailer landing gear up or down to safely secure vehicles.
- Operate equipment, such as truck cab computers, CB radios, phones, or global positioning systems (GPS) equipment to exchange necessary information with bases, supervisors, or other drivers.
- Load or unload trucks or help others with loading or unloading, using special loading-related equipment or other equipment as necessary.
- Inventory and inspect goods to be moved to determine quantities and conditions.
- Obey traffic laws and follow established traffic and transportation procedures.
- Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition.

General Responsibilities & Duties

- Work within company policy as outlined in the HJC Farms Employee Handbook and in compliance with the HJC Farms Human Resources Policy Manual, HJC Farms Safety Manual and OSHA Safety rules
- Perform other duties as assigned

Required Education

- High School diploma or GED equivalent preferred

Required Experience

- Any previous construction, highway crew or manual labor experience preferred

Required Skills/Licenses/Certifications

- Commercial Driver's license
- 21 years of age
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

Supervisory Responsibility

- This position does not have any supervisory responsibility

Physical Demands & Working Conditions

The primary physical demand characteristic of the position is classified as Heavy. Exposure to environmental conditions includes extreme heat and cold, temperature changes, moisture and humidity, construction noises, vibrations and hazards.

- The constant physical demands of the position are standing and eye/hand/foot coordination.
- The frequent physical demands of the position are walking, lifting, carrying, stooping, reaching, handling, grasping, talking, and repetitive motions.
- The occasional physical demands of the position are pushing, pulling, climbing, balancing, kneeling, crouching, and feeling.

Travel Requirement

- This position requires travel over-the-road

Required Tools-of-the-Trade

- 1 ¼" Spud wrench

Required Personal Protective Equipment

Employees must use hard hats, eye protection (ANSI Z87), hearing protection (where required), safety-toe protective footwear (ANSI Z41), reflective vest, shirt, or pant cuffs (for nighttime work), and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure. Other personal protective equipment may be required for specific projects and/or clients.

Equal Opportunity Statement

HJC Farms is an equal opportunity employer. HJC Farms strives to recruit and employ the most qualified personnel and provide equal opportunities for advancement, including promotion and training, without regard to race, color, religion, gender, national origin, sexual orientation, citizenship status, veteran status, and, to the extent provided by law, age, marital status, disability or any other protected class as defined by federal, state or local laws. HJC Farms is committed to a workplace free from harassment, intimidation, and coercion at all sites and in all facilities where employees are assigned.

Candidate/Employee Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. This Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date

Printed Name