



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	746-2000-001, 746-2000-002	Last Revised:	02/25/2016
Position Title:	Truck Driver (CDL)/Operator Assistant	Department:	Infrastructure
Reports to:	Department Manager	Division:	Administration & Public Works

Primary Function: Operates Infrastructure heavy, medium and light duty trucks not exceeding the certification level in a safe and proper manner during the delivery of materials and equipment needed for construction of roads and house sites. Operates assigned construction equipment in a safe and proper manner when required and may perform labor-intensive tasks needed to assist in clearing, grading, and applying erosion control measures in site development.

- Job Duties and Responsibilities:**
- Receives daily assignments from the Infrastructure Crew Leader, including equipment needed and directions to assigned sites for that day.
 - Inspects vehicle assigned to ensure it is ready to operate by checking fluid levels, belts, lights, etc., and makes minor adjustments and provides minor mechanical repairs as necessary
 - Reports any major malfunctions of equipment to supervisor to schedule for necessary repairs
 - Mobilizes/delivers equipment such as dozer, backhoe, track hoe, loader, grader, packer and other site development related items
 - Picks up and delivers materials, such as fill material, gravel, culverts, pipes, and supplies as needed in house site preparations
 - Operates heavy equipment when necessary and, if qualified as directed by supervisor, clears housing sites and assists in the installation of erosion and sedimentation control systems
 - Performs other duties as instructed by supervisor

Education/ Experience: A high school diploma or equivalent combination of education technical training and experience, and work experience of two (2) years as a truck driver is required to perform this job. Additional experience of six (6) months in site development is necessary considering the requirement for auxiliary duties.

Job Knowledge: Must possess knowledge of diesel and gasoline powered truck operations and capabilities. Must be familiar with maintenance, including repair methods, parts, and safety procedures for heavy, medium, and light duty vehicles. Requires the ability to read, write, and interpret a wide range of information. Requires knowledge in truck driving and operation of other heavy construction equipment. Must possess knowledge of methods of transporting heavy equipment, bulldozers and other site-related heavy equipment. Must also possess a working knowledge of heavy

Must have a valid "Class CDL-A or B" driver's license. Basic knowledge of residential site construction preparation, including site clearing, grading, and sediment/erosion control practices is required. Requires the ability to assist in construction of house foundations, placement of modular and manufactured homes and/or other site preparation related duties. Requires the ability to follow written and verbal instructions and work effectively with the general public as well as co-workers.

Contact with Others: Performs work assignments in cooperation with co-workers where failure to complete tasks efficiently could affect the work of others.

Mental/Visual/ Physical Effort:	Requires a high degree of mental effort and concentration to operate equipment. Visual acuity is necessary. The position requires medium to heavy effort. Must be physically able to perform all tasks involved, such as bending, kneeling, crawling, lifting, walking and climbing.
Environment:	Works primarily in field operations with infrequent visits to office settings. Typically exposed to inclement weather, extreme hot or cold, and dirty conditions. Must be able to perform tasks in all types of weather.
Supervision Received:	Position reports directly to Site Prep Crew Leader or Manager.
Resourcefulness & Initiative:	Follows and carries out instructions in either written or oral form. Must have ability to manage varied work tasks involving some technical evaluation, planning, problem solving, and interpersonal contact. Must be able to troubleshoot repairs and identify services needed that may not be obvious.
Responsibility for Safety/Equipment:	<ul style="list-style-type: none"> • Must have ability to recognize and report any major repairs and damages incurred to the appropriate supervisor. Responsible for all warehouse tools and equipment issued to him/her • Responsible for the safe and prompt delivery of materials assigned to each job • Proper safety procedures, equipment and practices are required at all times. Works in close proximity to equipment with moving parts, traffic hazards, falling objects, fires from land clearing, sewage (in the event a line breaks), and petroleum products from fueling operations. Exposed to deep trenches and confined spaces.