

INGENIUM

CLASS A DRIVER / TECHNICIAN

Job Description

Position Classification:

Full Time

Hourly/Non-exempt

Position Reports to:

Operations Manager

Position Supervises:

None

Position Summary:

Class A Driver/Technicians are charged with the safe operation of Ingenium's commercial vehicles, including cargo, during transportation. Ingenium's principal cargo is hazardous materials/ wastes. Also responsible for carrying out routine hazardous waste-related projects and onsite services in support of branch operations. These include safely operating with and around hazardous materials, adhering to local, state, and federal regulations, and interfacing with the Ingenium's clientele during projects.

Responsibilities:

Duties include but are not limited to the following:

- Class A Drivers/ Technicians are primarily responsible for all facets related to lawfully and safely transporting hazardous materials/ wastes for Ingenium's customers. This includes loading/ unloading/ placarding, etc., and all other functions with regards to hazardous materials/ wastes. Additionally, they are responsible for ensuring all piece/ drum counts match and all associated shipping paperwork (manifests, BOL, others) is kept up to date and accurate.
- Class A Drivers/ Technicians spend a portion of their time packaging and transporting hazardous and biological waste shipments. They must ensure all shipment are properly packaged, marked and labeled, and manifested per state and federal regulations. Technicians oversee load transfers between vehicles and at disposal facilities to ensure all packages are accounted for.
- Class A drivers/ Technicians perform onsite services at various locations. This involves the collection of hazardous and biological wastes from laboratory areas and the safe consolidation of these wastes in a centralized location. They ensure that containers that are returned to the labs are properly labeled to meet local, state, and federal regulations.
- They also assist Chemists (and other project management personnel) in other hazardous materials projects where chemicals need to be inventoried and packaged for disposal or relocation.
- Additionally, Class A Drivers/ Technicians will perform other duties as assigned such as projects involving decontaminating lab equipment and areas, and assisting with inventory and equipment upkeep.

Non-Essential Functions:

- Administrative tasks and paperwork as it relates to the following:
 - Transportation of hazardous materials (manifests, bills of lading, medical waste tracking documents, others).
 - Driver hours of service records including driver logs, 100-mile radius logs.
 - Daily vehicle inspection records (if assigned to drive a vehicle).

Qualifications and Experience:

- 3 – 5 years of experience in the Environmental/ Hazardous Waste Industry
- Good communication skills
- Courteous, attentive, and punctual
- Demonstrate an understanding of safe work practices while working with chemical, radiological, and biological agents
- Attention to detail and high level of accuracy
- Trustworthy, honest, respectful, and flexible
- Safe driver

Required Licenses/Certifications:

- State-Issued Class A Commercial Driver’s License with Air Brakes and Hazardous Materials endorsement
- 40hr HAZWOPER certified
- DOT Hazmat Handler certified
- Forklift certified
- Clean DMV Driving Report
- Must pass pre-employment physical, respirator qualification test and drug-screening
- Able to lift 80 pounds

- **Work Environment:**

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate.

- **Work Schedule:**

- As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employee shall not work over 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 40 hours per week. Employee must also follow company’s policies regarding required meal breaks.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:

ACTIVITY	FREQUENCY		# OF HOURS A DAY									
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+	
a. Sitting								x				
b. Walking		x										
c. Standing		x										
d. Bending		x										
e. Squatting		x										
f. Climbing		x										
g. Kneeling		x										
h. Twisting		x										
i. Lifting	x			x								

LIFTING 0-10 kgs. 10-15 kgs. 15-30 kgs. Over 30 kgs.

2a. HAND MANIPULATION REQUIRED? X Yes (If yes, complete a,b,c,d,e) No

2b. Repetitive hand movements? X Yes No

2c. Simple Grasping?	Right Hand _____ Yes	Left Hand _____ Yes
2d. Power Grasping?	Right Hand _____ Yes	Left Hand _____ Yes
2e. Pushing Pulling?	Right Hand _____ Yes	Left Hand _____ Yes
2f. Fine manipulation:	Right Hand _____ No	Left Hand _____ No

3. (a) Does the job require worker to reach or work above the shoulder? Yes _____Frequency	
(b) Reaching at or below shoulder level? Yes	
4. Does the job require use of his/her feet to operate foot controls or for repetitive movement? Yes	
5. Are there special visual or auditory requirements?	No
Describe:	
WORK ENVIRONMENT:	
a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? Yes	
b. Is the employee exposed to fumes or airborne particles? Yes	
c. Does the employee work with hazardous waste? Yes	
d. Is the employee governed under a Federal Hours of Service regulation? Yes	
e. Does the employee perform mostly administrative tasks? No	
f. Is the employee a salesperson? No	

BLOOD/FLUID EXPOSURE RISK: (check the right category) N/A

X _____ **Category I:** Tasks involve exposure to blood, fluids or tissue

_____ **Category II:** Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

_____ **Category III:** Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

Position (Please Print)

Date

Employee Name (Please Print)

Employee Signature

Supervisor Signature

Date