

Position: Class A Driver



Position Classification:	Full Time- Hourly/ Non- Exempt
Position Reports to:	Transportation Manager -or- Location Manager
Position Supervises:	None

Position Summary

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

Responsibilities

- Duties include but are not limited to the following:

Essential function(s)

- Class A Drivers 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 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.
- They may 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.

Non-Essential function(s)

- 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

- Minimum 1 year of experience in the Environmental/ Hazardous Waste Industry
- Minimum 3 years of experience in the operation of Class A vehicles
- 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, competent driver with clean driving record

Core Competencies

Time Management

Drivers use time to their advantage. They schedule specific times to complete tasks, avoid procrastinating, prioritize their tasks in line with department deadlines and goals, start their most difficult tasks first thing in the morning, follow up on requests, and use downtime for planning and preparation. They break up projects into specific action steps and keep the process moving. They keep organized records for quick reference when completing tasks. A large part of time management for employees is to understand the scope of a project before beginning work on it. Top employees understand their tasks, why they are performed, and how they fit into the big picture.

Safety

Performs job in a manner that minimizes hazards to oneself, others, as well as the environment. Keeps work areas clean and safe and takes action to remove or remediate safety hazards in own work area and within the organization. Follows appropriate hazardous waste management procedures. Knows the departmental emergency plans for fires, disasters and campus emergencies. Recognizes and acknowledges safe behaviors exhibited by co-workers. Regularly communicates safety and environment awareness as a priority. Considers impact on environment as practices and procedures are developed and work is delegated.

Communication

Drivers have strong communication skills. They provide regular updates to their managers and communicate the status of their projects to both managers and coworkers. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with their manager. They have strong verbal and written communication skills and are adept and knowing which form of communication should be used in each situation.

Customer Focus

Cares about customer needs and meets customer's expectations. Responds to issues in order of priority, timely and accurately. Enhances client service delivery systems and processes. Anticipates clients' upcoming needs and concerns.

Team Work

As a team member, the ability and desire to work cooperatively with others on a team.

Accuracy

Performs tasks precisely and according to standards and procedures, and without errors. Proof reads work produced and/or checks products and services delivered thoroughly before handing it on to others, in order to eliminate waste. Maintains complete and precise records of work produced. Evaluates all data used in producing work thoroughly, in order to ensure reliability and accuracy. When issues present themselves, consults with others in order to ensure he/she has resolved them in the appropriate way. Enhances and/or maintains quality and service.

Education and 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
- High School Diploma or Equivalent

Physical Demands

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	x								
b. Walking		x		x							
c. Standing		x	x								
d. Bending		x	x								
e. Squatting		x	x								
f. Climbing		x	x								
g. Kneeling		x	x								

h. Twisting		x	x							
i. Lifting		x	x							
LIFTING <input type="checkbox"/> 0-10 kgs. <input type="checkbox"/> 10-15 kgs. <input type="checkbox"/> 15-30 kgs. <input checked="" type="checkbox"/> Over 30 kgs.										
2a. HAND MANIPULATION REQUIRED? <u> X </u> Yes (If yes, complete a,b,c,d,e) <u> </u> No										
2b. Repetitive hand movements? <u> X </u> Yes <u> </u> No										
2c. Simple Grasping?	Right Hand <u> </u> Yes	Left Hand <u> </u> Yes								
2d. Power Grasping?	Right Hand <u> </u> Yes	Left Hand <u> </u> Yes								
2e. Pushing Pulling?	Right Hand <u> </u> Yes	Left Hand <u> </u> Yes								
2f. Fine manipulation:	Right Hand <u> </u> No	Left Hand <u> </u> No								

3. (a) Does the job require worker to reach or work above the shoulder? Yes <u> x </u> Frequency (Periodic) (b) Reaching at or below shoulder level? Yes Frequency (Periodic)
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

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.

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.

Acknowledgement 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.

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Employee Information

Employees Name:	_____
Employee Signature:	_____
Date:	_____

Supervisor Information

Supervisors Name:	_____
Supervisors Signature:	_____
Date:	_____