**Utility Transport Driver Level 3 Job Description**

INTRODUCTION:

This Job Description establishes and describes the basic function, reporting relationships, duties, responsibilities and education/experience requirements for the functional position of the Utility Transport Driver of Crossroads Mobile Maintenance (CRMM) as assigned to that function by the Field Service Scheduler. This position is considered an hourly position, the job requirements and your performance will dictate the required hours to complete the necessary tasks with possible overtime requirements per week. All overtime work shall be approved prior to performing outside of the regular pay.

BASIC FUNCTION:

The Utility Transport Driver is responsible for each unit that they operate, and company property. The Utility Transport Driver, will maintain Crossroads Mobile Maintenance’s strong focus on creating a culture of safety, integrity, passion, and intelligence.

The primary function and focus of CRMM is to facilitate Utility Asset Transportation Program Development and Administration, Utility Truck and Equipment Transport, Utility Transport Service and Utility Service and Safety Training.

REPORTING RELATIONSHIPS:

The Utility Transport Driver receives sufficient authority from, and is accountable to, the Field Service Scheduler for the successful completion of assigned duties and responsibilities.

The Utility Transport Driver, must maintain harmonious relationships with company employees, Customers, Contractors, Owners, and other individuals associated with ongoing business.

**Utility Transport Driver Job Qualifications**

BASIC QUALIFICATIONS:

1. Minimum 5 years’ experience in similar field
2. 3-5 year’s knowledge of Class 1-8 Trucks, Trailers, Aerial equipment, and Construction equipment
3. CDL class A driver’s license unrestricted and a clean driving record
4. Basic computer skills
5. High School diploma or equivalent

PREFERRED QUALIFICATIONS:

1. Associates degree or technical training certificate
2. One year experience in customer and delivery service
3. Excellent communication skills, both oral and written
4. Must be insurable according to Company standards

DUTIES AND RESPONSIBILITIES:

The principle duties and responsibilities of the Utility Transport driver consist of but are not limited to, the following:

1. Perform all aspects of the Transportation contract between CRMM and any customer
2. Move trucks and equipment from locations and return when job is completed
3. Move supplies and tools from locations
4. Keep accurate DOT log book and all necessary paperwork
5. Ensure all DOT requirements are met for the vehicle being driven in order to pass a level one DOT inspection
6. Act as an ambassador for the company, and promote additional sales by explaining services we can provide to the customer. This may require that the employee gather additional knowledge and understanding of all services available within the company.
7. Help with loading and securing loads to expedite deliveries
8. Ability to read and understand maps and navigation devices
9. Must be willing to attend all required training
10. Observe and comply with government, CRMM, and our customers’ safety and security standards
11. Capable of working without constant supervision
12. Maintain truck’s condition, appearance, and housekeeping
13. Communicate with your supervisor and scheduler on a daily basis or as needed
14. Act as a representative of CRMM and perform work in a professional manner
15. Comply with reporting and paperwork details in a timely manner by turning it in no later than 9am the next day
16. Must be able to work varied hours including evenings as necessary and to be on the road 3 -4 nights per week

ACKNOWLEDGEMENT:

I have received and understand the above job description and believe it to be accurate and complete. I also agree that the Field Service Manager retains the right to change this job description at any time.

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|  Utility Transport Driver |  | Date |
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|  |  |  |
| Field Service Manager |  | Date |