

Occupational Services, Inc.
Job Description
Vehicle Operator/Driver

QUALIFICATIONS:

High school education, licensed to drive all vehicles operated and owned by OSI and a good safety driving record. Must possess a current Pennsylvania motor vehicle operator's license unencumbered by any point loss.

RESPONSIBLE TO:

Production Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operate assigned vehicles to transport personnel and/or materials in the general area in which OSI conducts operations or requires vehicle operations.

Assist with the loading and unloading of supplies, equipment and other cargo.

Work closely and effectively with Warehouse Coordinator.

Vehicle operator will also assure that vehicle is loaded correctly and contains items and quantities as listed on OSI ship orders.

Assist the Warehouse Coordinator with warehouse duties as appropriate and necessary by the production department.

Ensure that cargo is safely secured in the vehicle prior to operation and safely unload upon trip completion.

Complete preventative maintenance including cleaning of assigned vehicles, maintain proper tire inflation, gas, oil, water, etc..

Record and submit mileage and other information as required on a timely basis.

Must be capable of attending and completing a special forklift training program either given by OSI or by a local company. Must demonstrate sound judgment and maturity with respect to safely operating the forklift and vehicles. Must have a reasonable level of reading and writing to assure adequate management of assignments.

Represent OSI in a professional manner at all times

During periods of downtime, assist Warehouse Coordinator as necessary, as well as assisting the production department.

Perform other related duties as assigned.

SAFETY POLICY:

An unsafe driving record may result in immediate suspension and/or termination of employment

Physical Requirements:

Must be physically able to operate (drive) a fork lift and box truck. Must be physically able to manually move loads of up to 60 lbs. Seeing/general; hearing/listening; clear speech - complete; mobility; lifting (less than 30lbs.); carrying; pushing; pulling; climbing; kneeling; stooping; bending; sitting; squatting; may be on feet for a total of 5 to 6 hours per work day; flexibility, upper body, lower body; standing.

Mental Requirements:

Reading -simple; writing - simple; work under time constraints; interrelationships with co-employees, analyzing; perception/comprehension; communication verbal, simple math skills; judgment; decision-making.

Work Environment:

Works with others, works around others; verbal contact with others; face-to-face contact; inside; normal temperature; mechanical equipment; moving objects.

Signature

____/____/____
Date