

VITALE-ROBINSON COMPANIES

Job Description: Tele-Belt Driver/Operator

Primary Location: Auburn, Groton, Jamesville, Brewerton, and Red Creek

Essential Responsibilities and Tasks

Duties and Responsibilities

- Position requires driving & operating a Tele-Belt truck
- Assist with general repairs/maintenance on truck
- Keeping your vehicle and equipment clean and in good operating condition
- Able to use a tablet to get orders and directions
- Complete all forms, tickets and paperwork legibly

Work Availability

- Must be available to work six days a week (Monday-Saturday)
- Must be able to work a maximum of 12 hours per day as regulated by the NYSDOT. Special circumstances may arise requiring you to work longer than 12 hours.
- Must be flexible to adapt to changing start times
- Must comply with Company's absence and attendance policy & procedures

Competency Requirements (Must be able to)

- Identify problems and resolve them using reason no matter what type of situation
- Write legibly using the English language to fill out reports
- Must possess strong communication skills and speak clearly no matter what type of situation you are in
- Operate as a team, listen to others without interruption, control emotions while giving feedback, build positive moral with others, and focus on resolving conflict peacefully
- Complete work efficiently while working on increased productivity
- Must listen to management, follow instructions, and take responsibility for your actions

Physical Demands of the Job (Must be able to)

- Sit for long periods of time
- Stand and walk while carrying items over different terrains
- Lift, carry, push, and pull items from 5 to 80 pounds
- Climb stairs and ladders while using three points of contact
- Crouch, crawl, and or kneel for short periods of time
- Bend, twist, and turn your body for short periods of time
- Perform repetitive motions for long periods of time (operating vehicle controls)
- Grip handrails, tools, vehicle controls and materials
- Reach in all directions (up, down, left and right)
- Must have good distance and depth perception

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Environmental Demands (Must be able to)

- Work outside in adverse weather conditions for long periods of time
- Work in noisy environments
- Endure the vibrations of the vehicle while in operation.
- Work in dusty conditions (on jobsites and in the yard)

Safety

- Must possess and maintain a CDL class B or higher and a current DOT med cert or A3 & K restrictions
- Must have and maintain a clean driving record
- Must work in a safe manner and encourage others to be safe as well
- Must maintain vehicle in a clean, organized, and safe condition
- Must use equipment properly and handle materials safely
- Must work well under pressure, treat others with respect, handle situations in a tactful manner and follow through on duties and commitments
- Must report any and all unsafe conditions to your supervisor or jobsite contractor
- Must observe all safety precautions and rules specified by federal, state, and Company regulations
- Must report all accidents, injuries, and incidents, immediately and complete a report for the same on the day of occurrence
- Must attend required safety meetings, wear proper work attire (hard hat, safety glasses, vest, work boots, etc.)
- Must drive and operate the truck safely and deliver materials to various locations

Pre-trip Activities

- Perform NYS DOT regulated safety pre-trip inspection of assigned vehicle (i.e. check oil, water, fuel, lights, tires, etc.) and conduct airbrake check test. If there are any deficiencies found you are to notify your supervisor first, then the maintenance supervisor and follow his instructions. If there are no defects found you will turn in your pre-trip inspection sheet and contact dispatch for your first assignment

Highway Driving

- Drive in compliance with State and local traffic laws and extend courtesy to other vehicles on the roadway
- Be prepared to safely navigate roadways, jobsites, and traffic situations during adverse weather conditions.

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Job Site Operations

- Evaluate the safest and best way to enter the job site, get your delivery ticket signed prior to entering the job site if possible
- Collect money if the job is C.O.D
- Confirm with the customer where the material is needed and, if necessary, make suggestions for alternative safe set up location
- Make decision regarding set up location based on safety considerations and ground conditions
- Operate the Tele-Belt at the job site without damage to equipment, framework, utilities, adjacent properties, etc.
- Work with the customer to achieve maximum customer service
- Complete the wash down procedure at the jobsite in the location specified by the customer
- Complete a walk around inspection of your vehicle to make sure your vehicle is clean and ready for travel (all items are secure)
- Notify dispatch that you are 10-3 and request your next destination

Throughout the Day

- Process required paperwork (truck reports and trip tickets)
- Maintain appearance and condition of your assigned vehicles inside and out

End of Shift Duties

- Fuel your vehicle, and clean the inside and outside
- Perform a NYS DOT regulated post-trip inspection and write up any vehicle maintenance problems or potential problems to ensure the vehicle is operable for the next day
- If you write up a safety related problem, contact your supervisor first, then contact the maintenance supervisor and review your write-up prior to leaving.
- Punch out and have a great night