

TITLE: Driver/Maintenance  
SCHEDULE: Full-Time 40 Hours

DEPARTMENT: Production  
RESPONSIBLE TO: Director of Operations

STATUS: Non-Exempt

OBJECTIVE: To perform basic building and equipment maintenance duties and transport subcontract supplies, materials, and products in agency vehicle.

#### QUALIFICATIONS:

EDUCATION: High School Diploma

EXPERIENCE: 3 years experience in basic maintenance duties  
Valid driver's license and acceptable driving record

TRAINING: First Aid/CPR

#### SKILLS/ABILITIES:

- Ability to use hand and power tools.
- Ability to evaluate maintenance needs and provide required repairs - carpentry, electrical, plumbing, heating, painting, mechanical duties.
- Ability to creatively design and assemble adaptive fixtures and jigs.
- Ability to frequently lift materials over 100 lbs.
- Ability to frequently use material handling equipment to move materials up to 1,000 lbs.
- Ability to use basic math to accurately count and verify quantities of materials.
- Ability to drive agency vehicle.

#### DUTIES:

- \* 1. Safely operate agency vehicle for the delivery and pick up of materials, products and supplies.
- \* 2. Load/unload materials, products, and supplies with material handling equipment and/or by hand.
- \* 3. Accurately prepare shipping forms for delivery of goods.
- \* 4. Accurately verify quantities and types of materials and products received.
- \* 5. Verify shipments made to customers, with signed invoices. Return appropriate copies to office.
- 6. Inform appropriate personnel of received materials, submit receiving paperwork, and locate materials in appropriate storage areas.
- 7. Maintain interior/exterior appearance of vehicle and inform Plant Manager of all maintenance needs and problems.
- 8. Provide regular, preventive maintenance checks on vehicle, and inform Plant Manager of all maintenance needs and problems.
- \* 9. Represent the agency appropriately in all contacts with customers and the general public, promoting good customer and public relations.
- \* 10. Operate agency vehicle in accordance with all motor vehicle laws, regulations, safety practices, and common courtesy.
- 11. Complete and submit accurate weekly mileage sheets.
- \* 12. Communicate effectively with Plant Manager, and other production personnel, regarding information resulting from customer contacts.
- 13. Clear snow in winter months, and sand as necessary.

- \*14. Schedule and provide regular preventative maintenance of agency machinery and equipment.
- 15. Maintain organized storage of agency tools in tool room and keep in working order.
- 16. Maintain current inventory of all agency tools.
- \*17. Provide required repairs and renovations including carpentry, electrical, plumbing, heating, and painting.
- 18. Maintain heating system in working order.
- \*19. Design and assemble adaptive fixtures or “jigs” for individual use on subcontract use.
- \*20. Be on call for emergency response when PRIDE is closed.
- 21. Perform other duties as deemed necessary.

\*Essential job duties.

## **EMPLOYEE CONDUCT AND WORK RULES**

**To ensure orderly operations and provide the best possible work environment, PRIDE Inc. expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.**

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- \* Human Rights Violations and failure to uphold the rights and dignities of individuals we service and their family members
- \* Theft or inappropriate removal or possession of property
- \* Falsification of timekeeping records
- \* Working under the influence of alcohol or illegal drugs
- \* Sleeping on shift
- \* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- \* Fighting or threatening violence in the workplace
- \* Boisterous or disruptive activity in the workplace
- \* Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- \* Insubordination or other disrespectful conduct
- \* Violation of safety or health rules
- \* Smoking in prohibited areas
- \* Sexual or other unlawful or unwelcome harassment
- \* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- \* Excessive absenteeism or any absence without notice
- \* Unauthorized absence from work station during the workday
- \* Unauthorized use of telephones, mail system, computer systems, or other employer-owned equipment
- \* Unauthorized disclosure of information in violation of confidentiality policies
- \* Violation of personnel policies
- \* Unsatisfactory performance or conduct

**Employment with PRIDE is at the mutual consent of PRIDE Inc. agency and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Reviewed 6/91, 2/05

Revised 6/92, 6/93, 2/05, 5/16, 8/2021