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<b>JOB TITLE:</b>	<b>Damage Prevention Vehicle Driver</b>
<b>DEPARTMENT:</b>	Operations
<b>REPORTS TO:</b>	Operations Administrator
<b>FLSA STATUS:</b>	Non-Exempt
<b>CLASSIFICATION/STATUS:</b>	Part Time
<b>PAY RATE:</b>	Based on experience
<b>WORK HOURS:</b>	As needed and scheduled on Monday thru Friday, 7:00 am – 3:30 pm/Possible Saturdays

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### **Position Summary**

Perform tasks involving driving to various excavation sites to assure compliance with New York State Code Rule 753 regarding the protection of underground facilities.

### **Essential Functions**

The essential functions include, but are not limited to the following:

- Safely drive to various excavation locations.
- Assure compliance with all regulation of the New York State Code Rule 753 regarding the protection of underground facilities.
- Comply with good safety practices at excavation sites.
- Promote safe excavation practices via conversation with excavators.
- Report all excavation site visits on the iPad Mini device (provided).
- Perform other duties as assigned.

### **Minimum Qualifications (Incl. Knowledge, Skills and Abilities)**

- Must have a valid New York State (NYS) driver's license and clear Dept. of Motor Vehicle (DMV) record <sup>(1)</sup>
- Must have a personal vehicle (even if driving Company provided vehicle)
- If driving a personal vehicle, vehicle must be in good working condition, have valid and current NYS inspection record, reliable, use UL regular gas, and have reasonable gas mileage performance
- If driving Company vehicle, must be responsible for basic upkeep (e.g., cleanliness)
- Willing to provide written consent for GPS tracking of location (via Company issued cell phone, tablet/laptop, Company issued vehicle, or personal vehicle)
- Willing to travel outside assigned territory when needed.
- Working cellular phone with voice and camera/video capability
- Willingness and ability to perform verbal and written instructions.



- Ability to work independently and complete daily activities per work schedule.
  - Ability to communicate orally and in writing.
  - Ability to understand, follow and transmit written and oral instructions over various communication methods.
  - Ability to organize and prioritize daily work.
  - Represent the Company and Damage Prevention Program in a professional manner through all interactions / contacts daily.
  - Ability to meet attendance schedule with dependability and consistency.
  - Ability to understand and communicate Code Rule 753
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- Validated by physical review of actual license which will be photocopied and put on file with Company.

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### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

The employee regularly works near and inside excavation areas and in outside conditions that include inclement weather, heat and humidity.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to suggest safe excavating practices and pass out literature pertaining to Code Rule 753. The employee frequently is required to use hands to operate or feel objects, tools or controls, is required to stand, walk, climb and balance. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

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### **Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.



Reviewed with employee by:

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Received and accepted by:

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

On The Mark Utility Locating Services, Inc. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.