



WAGNER RENTS

Job Description

JOB TITLE: Driver: Heavy Equipment

DEPARTMENT: Wagner Rents

REPORTS TO: Branch Manager

Job Code: 373

Full Time **Supervisory** **Exempt**
Part Time **Non-Supervisory** **Non-exempt**

POSITION SUMMARY

The Driver:Heavy Equipment position is responsible for the pick up and delivery of equipment at customer sites and at other branch locations. This position is responsible for maintaining proper paperwork and ensuring a professional appearance with all vehicles. This position is also accountable for basic operational instruction to customers on the safe operation of all equipment. Early or late hours and/or weekends may be required to fulfill the job responsibilities of this position.

Direct Reports: None

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Administrative

- Complete and maintain daily truck log, accurately and completely, This includes fuel and mileage reports, IFTA paperwork and daily logs (includes DOT logs) and relevant information regarding pick ups, deliveries and transfers. Accurately manage day to day use and reporting of company provided fuel card.
- Report any unsafe conditions regarding the use of Rents equipment.
- Ensure entire vehicle is clean and meets professional standards, such as DOT inspections.

Organizational

- Seek ways to manage the daily routine in the most effective and efficient manner. Work with the manager to implement agreed-upon changes.
- Assist with the workload in other department / branch areas when not busy doing regularly assigned tasks.

Interpersonal

- Meet the needs and requests of the customer in a professional and courteous manner
- Work closely with the Counter and Shop personnel to keep informed or to communicate any relevant information regarding our equipment.

Sales

- Act as an ambassador for the company, and promote additional sales by explaining and suggesting other equipment and/or services Wagner Rents can provide to the customer. This may require that the employee gather additional knowledge and understanding of all products and services available within the company.

Technical

- Conduct daily post-trip vehicle inspection as required by the Federal Motor Carrier Safety Administration. Maintain vehicles to ensure safe conditions; includes daily inspections of tires, lights, signals, glass, etc. Vehicle fluids and tire air pressures must be checked and serviced daily.
- Ensure vehicle is ready for next-day business. This includes fuel fills and pre-loads, whenever possible.
- Learn and understand equipment thoroughly to ensure safe operations. Demonstrate to customer's how to operate the equipment being delivered to them in a safe and effective manner.
- Inspect all equipment for damage at time of pick up. Document any findings and submit damage information to Rental Counter personnel upon return to the store or branch location.
- Understand and comply with DOT Federal Motor Carrier regulations.

Supervisory

- NA
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ESSENTIAL JOB REQUIREMENTS

Minimum Education Required High School Diploma or GED

Minimum Experience Required

Experience Defined: Basic (1-3 yrs) Intermediate (3 – 5 yrs) Advanced (5+ yrs)

Administrative / Clerical Experience – Intermediate level

Customer Service Experience – Intermediate level

Technical / Mechanical Experience – Basic level

Professional Driving Experience – Intermediate level

Working Knowledge of Construction Equipment – Basic level

Certificates, Licenses and Registrations Required

Valid Driver's License (for state of employment) – Class A, CDL, Tanker certified

Excellent driving record required (no DUI's or suspensions)

Required Skills and Competencies

Organizational Skills

Telephone Skills

Communication Skills

Product Knowledge

Customer Service Skills

Basic Math Skills

Basic Reading / Writing Skills

Safety Knowledge

Driving "Rules of the Road" for the state of employment

Preferred Skills and Competencies

Good Reasoning Skills (Defines problems, collect data, draws conclusions)

Product Knowledge – Intermediate level

Sales Knowledge – Basic level

Computer Skills

Windows / Internet – Basic Knowledge

ADDITIONAL INFORMATION

Working Conditions

Noise Environment Quiet Moderate Loud
Indoors Outdoors Both

Specific Risks: Works with moving, mechanical parts; may work in high places and be exposed to equipment vibration and fumes.

Physical Requirements (Checked requirements indicate more than 1/3 of the time spent on the job)

Standing Sitting
Walking Use of Hands
Talking Hearing

Weight / Lifting None 1-25 lbs 26-50 lbs More than 50 lbs

Travel Requirements:

None 1-25% 25-50% 50-75% 75-100%

Limitations and Disclaimer

This job description is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Wagner Equipment Co. will reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.