

Middle Rio Grande Conservancy District

Position Classification and Description



POSITION TITLE: Heavy Equipment Transport Driver
FLSA: Nonexempt
GRADE: NE5
SUPERVISOR: Equipment Repair & Transportation Supervisor
DEPARTMENT: Equipment Repair & Transportation

Position Summary:

Ensures the building, repair, and maintenance of canals, ditches, lateral waste ways, drains, right-of-ways, roads, dams and other District facilities and structures by transporting materials and equipment to job site.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Drives truck over varied terrain to safely transport and deliver materials and equipment to assigned work locations according to time and deadline requirements.
- Operates equipment on vehicle to load and unload equipment and materials.
- Maneuvers equipment on muddy, sandy, dusty, slippery, icy and unimproved ditch banks and maintenance roads to reach areas needing repair, maintenance or construction.
- Ensures the machine is in safe operating condition by checking fluid levels and tires; ensures gages are operable and correct; equipment is properly lubricated, and evaluates overall wear and tear.
- Performs routine vehicle maintenance; reports any non-routine problems or malfunctioning equipment to management.
- Maintains records of scheduled and completed maintenance, work orders and other reports as requested; completes forms according to established policies and procedures. Cleans, inspects, and services vehicle.
- Maintains radio or telephone contact with base or supervisor to receive instructions or be dispatched to new location.
- Maintains truck log according to state and federal regulations and keeps record of materials and products transported.
- Positions blocks and ties rope around items to safely secure materials for transport.
- Responds to emergencies in a timely manner to prevent destruction or damage to private, public and District property.
- Observes safety rules, and ensures and maintains a safe environment.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED plus two years experience as a heavy equipment transport driver; or equivalent combination of education and experience. Must possess and maintain a valid New Mexico Driver's License with no major traffic violations; and successfully complete a drug and alcohol screening and criminal background check. A Commercial Driver's License, Class A (CDL) is required. Employment will be contingent upon the successful completion of a physical examination and meeting the physical standards required to perform job tasks.

Knowledge, Abilities, Skills, and Certifications:

Knowledge of:

- the capability and application of assigned transport equipment
- basic construction techniques and practices
- proper safety and lifting techniques

Ability to:

- communicate effectively, both verbally and in writing
- carry out instructions furnished in verbal or written format
- analyze situations and adopt appropriate courses of action
- handle multiple tasks and meet deadlines
- develop and maintain positive working relationships with district employees and the public
- demonstrate excellence in everything, and continually seek improvement in results

Skill in:

- driving vehicles and heavy equipment over unimproved, dusty, muddy, and slippery ditch banks
- using safety and equipment devices; and utilizing safe and proper lifting techniques

Physical Demands:

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to sit; climb or balance; and talk or hear. The employee occasionally is required to smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment:

Work is generally performed outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged sitting is a common occurrence. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Travel within the District area is required for completing work orders and working in sensitive and/or hazardous areas is common.