

PART-TIME DRIVER & GENERAL SUPPORT

Location: Mabank, TX

PART-TIME

REPORTS TO: Production Manager

I. JOB SUMMARY

Under the supervision of the Production Manager, this position's primary scope of work is to drive product for delivery, drive product for outsourced services such as taking product to an out-of-house powder coater, picking up supplies and goods, delivering concrete materials and running miscellaneous errands. Additionally, this job may require driver, on days that are slower when no driving assignment is available, to help within the confines of the shop as a supplemental laborer. Supplemental labor duties can include the following, but are not limited to packaging, strapping, wrapping, organization of goods, sweeping/clean-up. This job will require you to wear casual work wear with solid, good sole shoes with support.

II. DUTIES AND RESPONSIBILITIES

- Operation of 1 ton pick-ups, pulling flatbed dual tandem trailers up to 32' long.
- Assist with loading and unloading of product, strapping, and quality control for transport of loads.
- Coordination with Production Manager on load assignments, timing, ETA's, and dealing with Clients on-site.
- Ability to drive in congested traffic, creative understanding for difficult off-load situations, including applying different methods for pulling in/out of difficult or narrow areas.
- Assist with packaging of product to ship, including palletizing, strapping, wrapping, semi-crating and applying edge protection.
- Assist in shop area clean-up, including putting away of equipment and tools, sweeping, or other end of day duties to be performed as assigned.
- Always use protective eyewear, gloves, facemasks, and/or ear plugs as properly trained and instructed when engaging in metal work tasks.
- Management retains the discretion to add or change the duties and responsibilities of this position at any time.

III. REQUIRED EDUCATION AND PREFERRED SKILLS:

- High school diploma or equivalent.
- Must have good English written and verbal communication skills.
- Demonstrates accuracy and thoroughness, with willingness to learn.
- Able to work with minimal supervision, efficiently schedule and manage time.
- Able to drive or operate equipment such as a forklift preferred, but not required.

IV. SPECIALIZED KNOWLEDGE AND ABILITIES

- Experience with driving flatbed trailers, line of site, turn radius, and hooking up to and unhooking gooseneck trailers.
- Ability to read and interpret maps, gps directions, engage in phone calls with Clients for status of delivery, etc.
- Ability to navigate congested traffic in both residential and urban areas.
- Ability to deal with on-site Client representatives, keeping composure during difficult conversations while standing firm on Manufacturer instructions for off-loading.
- Ability to work with people and a variety of personalities.
- Able to work with minimal supervision, efficiently schedule and manage time.

V. PHYSICAL DEMANDS

- Must be able to regularly lift from 10 lbs up to 50 lbs.
- Will be regularly required to stand, walk, and sit or kneel for extended periods of time.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

FORM AND FIBER

VI. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This full-time position is located on-site with current production activities, located in Mabank, TX. However, there may be additional training off-site. There is no smoking within any Form and Fiber buildings on-site as well as no smoking in company vehicles.

VII. PAY & HOURS

- Starting pay is \$17.00/hr. Overtime will be paid at a rate of 1.5 the hourly rate for overtime hours worked per week, over 40 hours.
- The position is deemed part-time position with no benefits. Performance will be evaluated over course of first 90 days of employment to determine eligibility for full-time position with benefits.
- Working hours are 7am-3:30pm, 8 hours per day, Monday – Friday. Overtime and extension of hours worked per day may be required.

VIII. APPLICANT DISCLOSURE & ACKNOWLEDGEMENT

1. By applying for this position, is there any reason you would be unable to perform the scope of work that you are applying for because of any health-related condition, or any personal aversion towards that type of work? _____ Yes _____ No

Please Note: Any false answers or failure to disclose may be grounds for immediate termination in the employer's discretion.

If yes, please explain: _____

2. By Signing this job description, applicant acknowledges they have fully read and understand the requirements for this job description, and hereby acknowledge they have the ability to perform the scope of work being applied for.

Applicant Signature _____ Date _____

Cc: Human Resource File