



Collins & Jewell Company

INDUSTRIAL INSTALLERS / CUSTOM FABRICATORS

A Proud Connecticut Corporation For More Than 60 Years

5 Rachel Drive
Bozrah, CT 06334
Ph. 860-887-8813
Fax 860-886-5359
www.collins-jewell.com

Job Title: CDL Class A Driver with Mechanical Skills

Department: Production

Reports To: Production Manager

FLSA Status: Non-Exempt

Company Profile and Mission:

Collins & Jewell Co., Inc is an Industrial Installation and Custom Steel Fabrication company which provides the Manufacturing and Processing Industries with the latest mechanical services. Our professionally trained staff can cover the complete spectrum of Industrial Installation and Custom Fabrication manufacturing projects ranging from mechanical, electrical, and project management needs for any scale project large or small. This is done through our high caliber responsive team of experienced professionals who employ integrity, honesty, and ingenuity. Our commitment is to deliver the highest quality, the latest technology, and unmatched flexibility which will enable us to exceed our customers' expectations.

Our mission is to pride ourselves in our ability to meet the needs of our growing list of customers and welcome the opportunity to face special challenges head-on while maintaining a strict standard of cost-effectiveness and timeliness.

Summary of Position:

Drive trucks with capacity of more than 3 tons to transport materials and equipment to specific destinations. Operate mechanical boom and overhead hoist/crane equipment to lift and move materials, machines, or products in many directions. Operate controls on sliding step deck and RGN style trailers. Flatbed experience is a plus also the ability to perform Millwright duties when not performing CDL Class A requirements.

Job Requirements include but not limited to the following. Other duties may be assigned per the direction of the Production Manager and/or the Chief Operating Officer/Chief Financial Officer.

Essential Duties and Responsibilities:

- Hold and maintain a valid CDL Class A Driver's License
- Obey all local, State, Federal and DOT Regulations
- Maintain work records, logs, and timesheets, DVIR, and trip reports
- Clean, Maintain and inspect equipment or machinery
- Perform safety inspections in manufacturing or industrial setting
- Convey loads to destination
- Inspect material moving equipment such as cables, chains, binders and straps
- Load and unload equipment, materials, or products
- Direct and coordinate activities of workers helping to load and unload
- Read or understand instruments on heavy equipment
- Examine products, materials and/or work to verify accuracy and conformance to specifications
- Operate material moving, loading, or unloading equipment
- Signal directions or warnings to coworkers
- Use hand or power tools



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- Operate crane in construction, manufacturing or repair setting
- Measure, weigh, or count products or materials
- Operate cargo handling gear
- Read work order, instructions, maps
- Set up specialized rigging
- Review daily work and delivery schedules to determine orders, sequences of deliveries, and special loading instructions.
- Determine load weights and check them against lifting capacities in order to prevent overload.
- Frequent or continuous lifting, bending, kneeling, reaching, pushing, pulling, climbing and similar body and limb movement.
- Must be flexible to constantly changing conditions – both as they relate to work schedule, and project site conditions.
- Responsible to work safely, assist in ensuring that safe working conditions exist for work crew, and report unsafe conditions to supervisor.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED), and/or 12 months experience.

Specialized Knowledge and Skills:

- **Language Skills:** Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with supervisor and other employees of organization.
- **Mathematical Skills:** Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. All applications necessary to adequately perform required tasks.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Certificates, Licenses, Registrations:** N/A



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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is constantly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push and/or pull a maximum force of 200 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Close mental and visual applications required to interpret drawing, layout and plan work. Good judgment in determining best method and procedure to be followed. Able to work on jobs while applying safety rules at all times.

Quality Characteristics:

The individual for this position must be an energetic person who interacts well with a diverse staff and client base. This person will be highly motivated, proactive, and able to work independently. The candidate for this position will feel comfortable taking the initiative in system development, problem solving, internal and external office communications as well as be flexible and accommodating in adapting to shifting priorities. A professional work ethic, positive attitude, and the openness to new challenges will be a required attribute for this position. This person will demonstrate their ability regarding, attention to detail, organization, and a creative problem solver. The candidate for this position will maintain composure and enjoy working in an evolving environment proving ambitions of self-improvement and the willingness to cross train in responsibilities of other departments.

Evaluation Criteria:

- Adherence to Company Policy
- Safety
- Flexibility
- Attitude, Conduct, Representation & Interpersonal Relationships
- Organization
- Productivity & Quality
- Dependability & Independence
- Creativity & Initiative
- Knowledge of Job
- Proper use of Tools & Equipment



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Benefits:

- Medical Benefits (To include; Vision, Dental, Short Term Disability)
- Retirement Plan (401K)
- Paid Vacations
- Paid Holidays
- Employee Uniforms
- Equal Opportunity Employer

Collins & Jewell is an Equal Opportunity Employer