



## CMV Driver Role Profile

<b>Role Title:</b>	Commercial Motor Vehicle (CMV) Driver	<b>Job Code:</b>	001
<b>Location:</b>	Marcellus & Utica Shale Regions	<b>FLSA Status:</b>	Non-Exempt
<b>Created By/Date:</b>	Jeff Armstrong; 12/2/13	<b>Job Family:</b>	Operations
<b>Revised By/Date:</b>		<b>Job Function:</b>	Operations

### Role Purpose / Position Summary

Drives commercial motor vehicles to transport various types of water to and from designated locations as part of interstate and intrastate commerce. Loads and unloads truck, verifies product count and condition, and resolves count discrepancies as directed. May work alone, with a helper, or part of a driving team. Some driving routes will require overnight, or out of state stays. Locations of stops may be attended, unattended, or drop and hook. Maintains accurate drive log books as required by Department of Transportation (D.O.T.) regulations. Requires appropriate commercial driver's license (CDL Class A).

### Key Accountabilities / Primary Duties & Responsibilities

- Obtains route and/or schedule from dispatcher and maintains communication with dispatcher to receive instructions or notification of changes in schedule.
- Operates commercial vehicle as defined by the D.O.T.
- Drives commercial motor vehicles to deliver and/or pick up goods from designated locations within a specified regional area and may require overnight stays.
- Loads and unloads trucks, verifying the count and condition of product. Reports overages, shortages, and damages.
- Properly secures loads, ensuring loads are within local, state and federal guidelines.
- Prepares and maintains accurate records and/or logs as required by Department of Transportation (D.O.T.) regulations and company policies/procedures.
- Inspects truck equipment and supplies such as tires, lights, brakes, fuel, oil, and water. Notifies supervision of current or anticipated repair needs.
- Delivers product on time and acts in courteous and professional manner to develop and maintain good customer relationship. Gets appropriate signatures/sign-off on attended deliveries.
- Complies with all D.O.T., federal, and state regulations. Company policies, procedures, and guidelines, including maintaining all required licensure to meet federal and state guidelines.
- Performs other duties as assigned. (including but not limited to: rig work, loading / unloading vehicle(s), containment, well flushing / swabbing).
- Perform vehicle / equipment inspections, prior to use.

### People Management Responsibilities

N/A

### Scope of Responsibility

<b>Resources (e.g., budget, staff, etc.):</b>	<b>Decision Making Authority:</b>
N/A	N/A
<b>Reports to (Title):</b>	<b>Supervises (Titles):</b>
Operations Manager	N/A

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<b>Key Relationships (External &amp; Internal)</b>	<b>Focus (Nature of interaction)</b>
Vendors/Customer	Customer and vendor pick ups, deliveries, and paperwork.
Dispatchers	Communicates pickups and delivery information, as well as resolving issues
Management	Receives leadership / guidance/ support

<b>Performance Indicators (What criteria will be used to assess performance)</b>
<ul style="list-style-type: none"> <li>▪ Safety Performance (incidents, spills, etc.)</li> <li>▪ Customer Satisfaction</li> <li>▪ On-Time Appointment Delivery &amp; Pickup</li> <li>▪ Accurate and legible completion of bills of lading &amp; driver logs.</li> </ul>

<b>Qualifications / Capability Profile</b>		
<b>Minimum Education</b>	<b>Essential?</b>	<b>Desirable?</b>
<ul style="list-style-type: none"> <li>▪ High school diploma or equivalent</li> </ul>	X	
<ul style="list-style-type: none"> <li>▪ OSHA 10-Hour General Industry Training</li> </ul>		X
<ul style="list-style-type: none"> <li>▪ PEC SafeLand Basic Orientation</li> </ul>		X
<ul style="list-style-type: none"> <li>▪ Maintains valid commercial driver's license (A or B), endorsements (N), and permits as required by the states in which Driver operates equipment for the company.</li> </ul>	X	

<b>Minimum Experience (indicate depth &amp; breadth)</b>	<b>Essential?</b>	<b>Desirable?</b>
<ul style="list-style-type: none"> <li>▪ One year of commercial driving experience preferred, or;</li> </ul>		X
<ul style="list-style-type: none"> <li>▪ Professional Truck Driver Institute – Certification of Completion</li> </ul>	X	

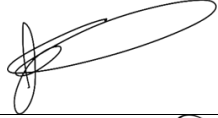
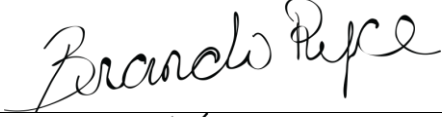

<b>Minimum Knowledge/Skills / Abilities (indicate intensity &amp; duration)</b>	<b>Essential?</b>	<b>Desirable?</b>
<ul style="list-style-type: none"> <li>▪ Working knowledge of D.O.T and state regulations pertaining to operating commercial equipment.</li> </ul>	X	
<ul style="list-style-type: none"> <li>▪ Some knowledge of commonly-used concepts, practices, and procedures within a construction/drill-site environment</li> </ul>		X
<ul style="list-style-type: none"> <li>▪ Considerable knowledge of tractor/truck mechanics and maintenance</li> </ul>	X	
<ul style="list-style-type: none"> <li>▪ Good written and verbal communication skills</li> </ul>	X	
<ul style="list-style-type: none"> <li>▪ Knowledge of geographic area in which driver operates</li> </ul>		X
<ul style="list-style-type: none"> <li>▪ Ability to maintain clean driving record</li> </ul>	X	
<ul style="list-style-type: none"> <li>▪ Ability to comply with all applicable OSHA regulations, commercial driving requirements as per state and federal D.O.T. and/or SDS standards</li> </ul>	X	
<ul style="list-style-type: none"> <li>▪ Ability to comply with company safety rules, regulations, and required testing</li> </ul>	X	
<ul style="list-style-type: none"> <li>▪ Ability to read, understand, and follow directions/instructions</li> </ul>	X	
<ul style="list-style-type: none"> <li>▪ Ability to read and follow maps</li> </ul>	X	
<ul style="list-style-type: none"> <li>▪ Ability to identify, locate, and disburse product</li> </ul>	X	

<b>Holcombe Energy Resource, LLC Competencies Required</b>	
Passing grade on D.O.T. written exam, physical exam, company road test, and drug screen.	

<b>Job-Specific Competencies Required</b>	
N/A	

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Travel Requirements	None (0%)	Minimal (0-10%)	Occasional (10-25%)	Frequent (> 25%)
Intrastate Travel				X
Interstate Travel		X		

Approvals			
	Name	Signature	Date
HS&E Manager	Jeff Armstrong		12/2/13
Human Resources Manager	Brandi Ryce		12/2/13
President/CEO	Matthew Austin		12/2/13

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### Physical Requirements & Working Conditions

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Physical Requirements	Max weight	Rarely 0-2%	Occasional 3-33%	Frequent 34-66%	Constant 67-100%	N/A
Pushing	50 lbs.	X				
Pulling	50 lbs.	X				
Lifting	50 lbs.		X			
Carrying	50 lbs.		X			
Climbing			X			
Sitting					X	
Kneeling			X			
Walking			X			
Standing			X			
Vision:					Near, Far, Peripheral	
Operation of Equipment:					Fresh Water Truck	

**Inside 80 %**

**Outside 20 %**

Working Conditions	YES	NO	N/A	LIST EXAMPLES
Normal Office Environment		X		
Sudden Temperature Changes	X			Varies by Weather / Work Area
Extreme Temperatures		X		
Humidity/Wet	X			Varies by Weather / Work Area
Extreme Noise		X		
Extreme Vibration		X		
Hazards (e.g., electricity, height)	X			Varies by Work Area / by product being transported
Safety Equipment	X			Varies by Work Area
Fumes		X		
Mist		X		
Odors		X		
Gases	X			Fuels
Chemical Exposure (e.g., solid or liquid)	X			Varies by product being transported
Dust		X		
Poor Ventilation		X		

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