**Ocean Lakes Family Campground**

**TRUCK DRIVER / UTILITY CDL**

1. **REPORTS TO:** Shop Manager
2. **PURPOSE OF POSITION:**  Provide safe operation and transport of trash removal fleet vehicles. Keeps all fleet vehicles and equipment in safe/good working condition. Completes the collection and removal of trash, yard debris, e-trash and recyclables. General maintenance and upkeep responsibilities throughout all properties.
3. **CLASSIFICATION:** Full Time – Non-Exempt – Paygrade 7
4. **DEPARTMENT:**  General Maintenance
5. **DUTIES AND RESPONSIBILITIES:**

* Provides collection and removal of trash, yard debris, e-trash, recyclables and dumpster service.
* Keeps all fleet vehicles and equipment in safe/good working condition and reports all discrepancies to Shop Manager for repair.
* Responsible for animal control collection and removal within our properties.
* General maintenance and upkeep responsibilities throughout all properties.
* Maintains and cleans shop facilities, Shop yard, fleet and equipment to company standards.
* Inspects general property, sites and roadways to assure that all are clean, and properly maintained.
* Assists with off season shop facility, fleet and equipment upgrade projects and preventive maintenance tasks.
* Provide outstanding guest service at every opportunity.
* Promote a positive relationship with team members in all departments and divisions.
* Participates in special projects dispatched out by all Jackson Company representatives.
* Checks the document control and required maintenance visits of accurate data for all required vehicle inspection documentation in accordance with SCDOT or Company regulations.
* May be subject to respond and/or call in emergency maintenance.
* Operate various Company equipment, including fleet vehicles, golf cars, bucket truck, boom lift, fork lift, back hoe, etc.
* Additional duties as assigned.

**F. SAFETY RESPONSIBILITIES AND REQUIREMENTS:**

* Actively demonstrate, encourage, train and model safety rules and guidelines, in accordance with Company, along with local, state and federal law requirements.
* Investigate loss producing incidents and review prevention recommendations with all employees.
* Actively participate in the safety meetings, if requested by Management, providing and documenting safety training, if applicable, and offering improvement suggestions. Ensure that all safety equipment is used at all times, i.e. safety harness, eye protection, hard hats, gloves, etc.
* Report safety or hazard concerns to management.
* Report any work related injury to management.
* Take personal responsibility for safety every day.

1. **QUALIFICATIONS/REQUIREMENTS/EXPERIENCE/EDUCATION:**

* Must possess a valid a Commercial Driver’s License (CDL).
* Must have a valid SC driver’s license.
* Must have the ability to work on site for all scheduled hours.
* Must have reliable transportation.
* Responsible for maintaining a current DOT physical card.
* Understanding of internal controls.
* Maintain confidentiality of information.
* Positive attitude.
* Ability to interact well with others in a team environment.
* Physical requirements should include frequent lifting up to 50 lbs, pushing, pulling, and bending.
* Physically able to stand, sit, and walk for extended periods of time.
* Must be able to perform outdoor physical labor in varying weather conditions.

**H. SCHEDULE**:

* Ocean Lakes Family Campground operates 7 days each week. Employees must be available to work a flexible schedule, including weekends and/or holidays as well as overtime hours as necessary.
* Available to take calls on a 24-hour rotation basis. Available to take emergency calls for complex issues.

**General sign-off**:  This job description is not all inclusive. The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_