

Position Summary

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| Perform deliveries and pick-up of traffic control equipment and perform all aspects of shop/yard responsibilities. |
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Key Roles and Responsibilities

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| Delivery and pick-up of traffic control rentals and sales items |
| Load and unload trucks manually and with forklifts |
| Perform various shop related tasks including maintenance and repair of traffic control equipment, sign fabrication and lettering, proper use of power tools |
| Customer service |
| Maintenance and general upkeep of shop and yard |
| Understand and adhere to Company policies, procedures, rules and regulations |
| Responsible for accuracy on paperwork (work orders, timesheets, etc.) |
| All other duties as assigned |

Essential Functions

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| Lift, carry, load and unload construction items including pavement marking supplies and equipment, signs and sign installation/removal equipment etc. weighing 50+ lbs. |
| Drive company-owned vehicles to deliver and pick-up traffic control rental and sales equipment throughout the State of Indiana |
| Operate forklift |
| Operate and maintain vehicles including pick-up trucks, stake bed trucks, trucks w/ trailers, etc. |
| Proper use of power tools to cut, drill, and perform various shop duties |
| Knowledge of safety procedures for securing and transporting cargo |
| Reading/writing ability and math skills to accurately complete paperwork |
| Ability to read maps and knowledge of state and local roadways |
| Verbal and written communication skills |
| Self-starter with strong self-imposed structure |
| Teamwork and strong interpersonal skills |
| Ability to work in all weather environments |
| Willingness to work overtime |

Additional Requirements

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| Current Motor Vehicle Record is required with application - good driving record is mandatory |
| Must be willing to obtain a For Hire Endorsement and required DOT physical prior to hire. |
| Must be able to pass a pre-employment drug test and will be subject to random drug tests |
| Must be able to pass internal written testing |

Preferred Qualifications

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| Delivery or service industry experience |
| Current CDL |

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| Perform other related duties incidental to the work described herein. The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified. |
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