



The following is an inclusion into the Hagar Enterprises, Inc. employee handbook. This has been introduced to better the understanding and expectations of each role and responsibility. This insert does not take precedence over any contractual or proposal for a specific employee in the hiring process. The term Foreman is used as a description and is not intended to exclude women or minorities from holding this role.

Title: CDL Truck Driver

Term Status: The position of CDL Truck Driver can be part time or full time. This job is intended to be long term.

Description:

CDL drivers are responsible for all aspects of truck operations. This includes moving equipment with a trailer. Operators will haul asphalt and material such as gravel, stone etc. A valid CDL Licenses is required to hold this job. Due to the requirements of this job an earlier start time may be needed as compared to other jobs within Hagar Enterprises, Inc. This would allow the movement of equipment prior to any given crew arriving on the jobsite. As a rule the nature of the asphalt business keeps the truck on the road as much as possible. This is not always the case. The operator of a truck will need to assist the other members of a crew in placing this material as described in the secondary focus articles.

Duties will include but not be limited to the following.

Primary Focus

- Directly responsible to foreman or supervisor.
- Operators are responsible for checking each and every piece of equipment or truck they operate. Checking includes fluids, wear and tear, lighting etc.
- All operators will keep proper records of all material they move, sell or distribute. Record slips will be provided.
- All preventative maintenance will be done on all trucks by the operator of that truck. This shall be done regularly and recorded.
- Trucks and or equipment will be kept clean by that operator. Inside and out.
- All maintenance or safety issues with equipment, job conditions etc. will be reported to safety officer or foreman.

Secondary Focus

- Checking of trucks at the start of a shift. This would include checking of fluids, mechanics of truck (lights etc.) and tools and equipment assigned to that truck.
- Cleaning of equipment and trucks.
- General maintenance of company owned buildings and equipment.
- Assisting mechanic in more in-depth repairs.
- Labor skills on a job site involving shoveling, raking, wheel barreling
- Installing asphalt, gravel or other materials.
- Operating basic equipment such as plate compactors, saws and shop equipment for general maintenance or repair.
- Lifting of objects over head in excess of fifty pounds.
- Carrying, moving, stacking or otherwise transporting heavy objects such as buckets of paint, boxes of delivered goods.
- Mixing coatings, painting.
- Operation of striping equipment, sealcoating unit.
- Exposure to petroleum products, cleaning solvents and hot asphalt.
- Any of the duties above may be performed at night on a regular or irregular basis.

Pay Scale:

Pay will be based on an individual basis and adjusted based upon performance evaluations, ambition and adaptability. Thirty day, Sixty day and one year evaluations will be conducted on all new employees of this position or sooner if requested by the employee or supervisor.

Benefits:

Benefits will include the following

- Vacation (As outlined 302 of employee handbook)
- Holiday Pay (As outlined 303 of employee handbook)
- Sick Leave (As outlined 305 of employee handbook)
- Retirement Plan
- Company Clothing
- Use of company Assets

Hours:

At least forty hours a week for paving season.

Eligible to work overtime as needed.

Requirements:

A valid Maine CDL License.

Ability to pass a drug screening test (as required by Maine state law).

Ability to lift in excess of fifty pounds.