

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Seasonal CDL Driver

Position Number: 26003

Location: Helena

Department: Transportation

Division and Bureau: Rail, Transit, and Planning/Data & Statistics Bureau

Job Overview:

The seasonal CDL driver employee will support the section's permanent Data and Statistics' GeoInfo staff in the functional operation of the tractor trailer including pre-operational safety checks, scheduling regular service and repair work, adding fluids, etc. Calibration activities are conducted in the spring and fall.

Essential Functions (Major Duties or Responsibilities):

The duties of this position include operating a tractor trailer or a state vehicle in support of the Data and Statistics' GeoInfo staff as well as other MDT program areas such as the Motor Carriers Services (MCS) Division.

Perform other duties in support of the program such as flagging, equipment locates, manual counts, and duties deemed necessary by the supervisor.

Traveling throughout the state to project locations.

Supervision

The number of employees supervised is: N/A

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

- Remaining seated for extended periods of time with occasional walking, standing and bending.
- Operating a 78,400 lb. tractor trailer or other state issued vehicle.

- Have a telephone or be reasonably accessible.
- Traveling throughout the state to project locations and sometimes out of state
- Overnight stays across the state

Minimum Qualifications (Education and Experience):

Minimum of one year of experience driving a heavy truck or operating a snowplow.

Alternative qualifications include: Any combination of related work experience and education equivalent to the minimum qualifications.

Other education, training, certification, or licensing required:

Valid Montana Commercial Operators License (Class A, Type II) with endorsements for air brakes and tankers is required with no restriction for operating a manual transmission.

Valid Medical Examiner’s Certification (MEC).

Special Requirements:

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| 035 Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Engineering Analyst 1

Job Code Number: D25011

Pay Band: 2

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date