

Non-Exempt Job Description

Job Title:	Transport Assistant	Salary Grade:	Level 2 Production
Department:	Transport	Reports To:	Transport Team Lead
Prepared By:	Judy Holt	Date:	6/2010

SUMMARY

Responsible for various transportation of tower sections within the Production facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Various transportation of tower sections within the Production facilities.
2. Ensure that safety and environmental requirements are followed.
3. Focus efforts on achieving high quality results consistent with Vestas standards.
4. Strive for continuous improvements to reduce lead time.
5. Strive for achieving results.
6. Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM REQUIREMENTS

1. High school diploma or GED; Apprenticeship or at least 3 years verifiable experience.
2. Valid driver's licence.
3. Flexible.
4. Reliable.
5. Team worker.
6. Accurate.
7. Effective.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Use of fork lifts, overhead crane, covers for parts applied outdoors.
2. Frequent standing and walking.

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3. Occasional lifting and carrying of up to 50#.
4. Occasional bending, kneeling and reaching.
5. Occasional climbing of ladders on/off forklifts.

WORK ENVIRONMENT

Exposure to weather. Heavy industrial work environment, loud machine noise from production floor, exposure to very large transportation equipment.

WORKPLACE HAZARD ASSESSMENT

Workplace hazards may include hazardous chemicals, potential for eye injuries from metal or mechanical parts, heavy lifting, or foot injuries from falling objects. Employees in these areas must use safety glasses, hearing protection, high-visibility vests and wear steel-toed boots.

MINIMUM TRAINING GUIDELINES

1. Four-week basic training schedule at Pueblo Community College.
2. Crane Operator certification
3. Forklift Operator certification
4. Must complete on-the-job Transport Assistant Training Checklist.