

**Job Title:** CDL Event Specialist

**Status:** Regular, Exempt

**Department:** Race Programs

**Reports to:** Program Director

### Position Summary

The CDL Event Specialist is expected to support the company's mission, vision & values in all actions – both at work and within the community. He/she has a positive attitude and mutual respect for all clients, co-workers and colleagues. CDL Event Specialist understands JACKSON's all hands-on deck philosophy, which requires total teamwork and collaboration at all locations and any time he/she is scheduled to work at a race or event as lead or extra manpower. JACKSON's ultimate goal is to serve our clients and to do everything possible to make them and their operations more efficient, profitable, and their interactions with us enjoyable. Specifically, this position is responsible for driving gasoline or diesel powered tractor-trailer combination to transport and deliver products, or materials and performing the essential duties and responsibilities.

### Essential Duties and Responsibilities

- Drives tractor-trailers to destination in full compliance with DOT and Company requirements
- Accurately completes paperwork for load picked up or delivered, and reviews bills of lading to assure accuracy
- Maintains driver log utilizing Company provided systems in accordance with DOT regulations, including following service hour requirements
- Oversees and assists in the loading and unloading of trucks, including by hand and/or operating mechanical loader(s); responsible for proper loading and securing to prevent freight movement and ensure safe transport
- Setup, support, and breakdown of events
- Effectively and safely operate various equipment; including tire mounting, balancing, and air systems
- Maintain and build relationships/partnerships with customer, Clients, and other Associates
- Represents Company and Clients in a positive, professional manner at track events, trade shows, and various marketing events
- Process on-site tire purchases utilizing point-of-sell (POS) system
- Performs DOT pre-trip inspection
- Inspects truck for defects before and after trips and submits report indicating truck condition, and coordinate necessary repairs and/or maintenance with Fleet Manager or service provider, as necessary
- Accurately completes trip report, time sheets, and expense reports in a timely manner
- Meets all DOT compliance regulations
- Maintains regular telephone or e-mail contact with supervisor to receive instructions
- Other duties and responsibilities as assigned

### Supervisory Responsibilities

- Performance Service Specialists and Seasonal workers, as assigned by season, program, and/or event

### Knowledge/Skills/Abilities

#### Required:

- High School Diploma or general education degree (GED)
- DOT Certified Commercial Driver's License
  - Requires Class A License with endorsement for Tractor-Trailers
  - Two Years verifiable CDL experience
  - Minimum 23 years of age, per insurance requirements
  - No major infractions, including cell phone use or texting, within 36 months
- General mechanical ability
- Strong interpersonal skills

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- Work efficiently under stress
- Ability to multi-task and think logistically
- Pro-active and open communication skills
- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to clients and other Associates of the organization
- Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, common fractions, and decimals
- Basic computer skills, including working knowledge of Microsoft Outlook, Word, and Excel
- Ability to problem solve and think critical– using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Preferred:**

- Familiarity with specialized race trailers
- Experience mounting tires
- Prior motorsports experience
- Prior event or marketing experience

**Physical Demands**

Must pass D.O.T. physical and qualification annually.

While performing the duties of this job, the Associate is regularly required to: sit; use hands and fingers to handle, manipulate or feel; climb or balance; talk or hear; reach with hands and arms; stand; walk; and stoop, kneel, crouch, or crawl. The Associate must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

While performing the duties of this job, the Associate is regularly exposed to moving mechanical parts, outside weather conditions, and vibration. The Associate may be exposed to fumes or airborne particles and toxic or caustic chemicals. The Associate is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat; and the risk of electrical shock. The noise level in the work environment is usually loud.

**General sign-off:** The Associate is expected to adhere to all company policies.

**Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.**

I have read and understand this explanation and job description.

Signature \_\_\_\_\_

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