



Navajo Nation Oil and Gas Company

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RHS Truck Driver

Division:	Running Horse Services, LLC. (RHS)	Report(s) to Title:	Field Foreman
Department:	Running Horse Services	Job Location:	Montezuma Creek, UT
Job Code:	CDLDrvr	Supervise(s):	None
Pay Grade:		Classification:	Non-Exempt
Hours/Week:	40	Effective Date:	01/2024
Type of Position:	Full-time	Revised Date:	N/A

PERFORMANCE EXPECTATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy, and dependable manner with clients, employees, and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

POSITION PURPOSE

The primary role of this position will be to serve in a few different driver capacities with Running Horse Services (RHS) safely transporting produced wellbore fluids using an industrial use vacuum bobtail truck, propane in a bobtail tank truck, and rental equipment with tandem truck and trailer combinations. Fluids will be loaded from various well facilities across the region and transported to designated disposal sites for injection. Propane will be loaded at bulk LP facility in Montezuma Creek and offloaded regionally at well-site facilities and commercial and residential sites. Rental equipment will be loaded at the RHS facility in Montezuma Creek and delivered to sites regionally.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Understand and follow DOT Federal/State bulk cargo transportation laws, regulations, and guidelines.
- Obey all applicable traffic laws and safely drive according to the weather/road conditions.
- Perform daily pre-trip/post-trip vehicle and equipment inspections.
- Perform basic vehicle maintenance (minor repairs, fueling, oil, fluids, tire pressures, lights, etc.).
- Maintain logs by DOT requirements.
- Maintain vehicle, and other associated equipment, in a clean and orderly manner.
- Professionally represent the company in interaction with employees, contractors, customers, residents, and law enforcement and regulatory authorities.
- Develop constructive and cooperative working relationships among employees and other staff and maintain them over time.
- Promote and enforce all company policies and procedures.
- Ensure to maintain safety, health, the environment, and the welfare of others.

- Voluntarily submit to periodic random drug testing and alcohol screening.
- Willingness and patience to support field personnel in their duties as assigned.
- Perform other assigned duties.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

Minimum of 3 consecutive years' proven experience transporting bulk fluids in commercial cargo tanks.

Education:

- High School Diploma or equivalent.
- The position receives extensive on-the-job training.

Licenses or Certifications:

- Must maintain a valid State Class A Commercial Driver's License with hazmat/tanker endorsement.
- Possess a current DOT medical card with no physical limitations or restrictions.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Proficient in Microsoft Office 365 applications
- Self-motivated and capable of working with minimal supervision.
- Responsible, accountable, and able to take direction from management.
- Well-balanced interpersonal skills and ability to work effectively in a team environment.
- Active participation in the safety program
- Good communication, both written and verbal.
- Possess an innate sense of direction without the use of road signs or directional guidance.
- Competent in piping valve manifolds, tank connections, and hose connection configurations.
- Knowledge of tank fluid level gauging and experience in "water cutting" fluids.
- Ability and willingness to be trained in production process equipment.
- Creative individual, capable of analyzing and solving mechanical problems.
- Ability to listen and understand the information presented to be presented.
- Ability to interpret policies and procedures.
- Ability to work long hours including occasional weekends or holidays as needed.

WORK ENVIRONMENT

Work Environment:

- Work is generally performed year-round and duties are normally performed outdoors.
- Must be willing to work in all-weather exposure and conditions.

Physical demands:

- The position requires good physical strength in various situations.
- The position requires good judgment to perform complicated tasks and to be always alert and observant. Climbing in and out of a commercial vehicle multiple times throughout the day. Sitting in operator/driver position for long periods. Climbing/descending tank battery stairs over 20 feet high.
- Proficiently use distance vision and depth visual acuity and the ability to hear various alarms are essential. Extended periods of sitting may be necessary for administrative activities.

Mental demands:

- The employee must multi-task and interact with a wider variety of people/customers on a professional matter. Perform the day-to-day work directly related to customer service, supplier/ vendor contacts, and contact with corporate personnel to ensure continual smooth operations.
- Stay alert, focused, and mentally fit for duty both day and night. Exposure to stress caused by traffic and open-range animals on narrow roadways.

NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company complies with the Navajo Preference in Employment Act.

OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: This job description offers general information about the type and level of work carried out by employees in this position. It is not meant to cover a complete list of all duties, responsibilities, and qualifications required of employees in this position. Employees may need to perform extra duties as necessary.

ACKNOWLEDGMENT

I have carefully reviewed the **RHS Truck Driver** position description and have received a copy of it. I confirm that I can perform the essential functions of the position as specified in this description, with or without reasonable accommodation.

Please provide details of any accommodation needed to perform these functions:

Employee (printed name) Date

Employee (signature)