



# GasSearch Drilling Services Corporation

## JOB DESCRIPTION

**TITLE:** Assistant Trucking Foreman  
**DEPARTMENT:** Trucking Services  
**REPORTS TO:** Trucking Foreman

**JOB OVERVIEW:** The Assistant Trucking Foreman is responsible for cost controls, oversight of department financials scheduling, trucking personnel, departmental efficiencies, personnel and asset utilization, and assisting with the overall operations of the Trucking Department.

### **PRIMARY RESPONSIBILITIES:**

- Prepare, review and monitor driver schedules to maximize utilization of GDS assets and operational efficiency.
- Monitor the department cost and revenue budgets relating to proper utilization of funds.
- Implement and support organizational objectives as directed by GDS Management.
- Review compliance standards and coordinate, as necessary, to make certain Department assets and procedures are meeting federal, state, local, Cabot and GDS requirements.
- Daily tasks include supervising employee performance, ensuring compliance with safety standards, maintain vehicles are in working order, developing processes and procedures necessary for the efficient operation and utilization of the Department assets and personnel.
- Provide consistent monitoring and feedback about the Trucking Department, including coordination with the Maintenance Department regarding vehicle repairs, routine maintenance and unexpected repairs.
- Manage databases that detail transportation activities, financial accountings, employee schedules, and personnel records.
- Serve as an alternate point of contact for customers, building relationships, and addressing complaints.
- Organizes and oversees staging yard and Department assets to provide a clean, safe working environment.
- Responsible for managing GPS systems relevant to department operations.
- Identify and support changes in GDS policies with attentiveness to safety and emergency situations.
- Manage daily work order processes.
- Ensure Cabot goals, objectives, and needs are adequately met.
- Responsible for timekeeping in HR/Payroll software to ensure accurate reporting of hours worked and time off.
- Track employee performance and perform annual reviews with Department employees.
- Assist the Trucking Foreman with all aspects of Department operations.
- Responsible for distributing information and coordinating all necessary meetings with Department staff.
- Coordinate and support Departments within GDS with respect to intercompany trucking needs.
- Management will rely on the Assistant Trucking Foreman to assist and participate in hiring and firing practices, including: recommendations, training staff on Department and Corporation policies and procedures, and disseminating information about new laws or technological advances to the Department staff.

### **JOB REQUIREMENTS:**

- Effective communication skills
- Must maintain a valid driver's license, DOT physical, and uphold a clean driving record. Class A or B CDL preferred.
- Efficient time management, organizational skills and record keeping
- Must be proficient in Microsoft Office (Microsoft Excel, Word, and PowerPoint).
- Drive for continual Department development
- Must have a flexible schedule and ability to work nights, weekends, and holidays.

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This position is permanent full-time working a minimum of 40 hours per week.