



Fleet Administrator

Lone Rock Resources has an opening for a Fleet Administrator. The successful candidate will assist the Operations Supervisor in administration and operations of our trucking and vehicle fleet, as well as perform in a production setting as a Class A CDL driver. Lone Rock is a family owned timber company with a proud past and a bright future. Currently the company owns and manages 135,000 acres of timberland in SW Oregon. The company's primary business is producing and selling timber from this property. Lone Rock requires a diverse fleet of approximately 100 vehicles in order to carry out its operations. The Lone Rock fleet consists of the following vehicles:

- Lowboys
- Log trucks
- Dump trucks
- Fuel trucks
- Light duty pickups and vans
- Water tenders

JOB DESCRIPTION: *This is a permanent, full-time, hourly, non-supervisory position. Work schedule may vary and is reflective of the duties being performed. Estimated hours per week will be 50-60 with occasional peaks above 60 at certain times of the year.*

Administration tasks: This time will be spent primarily in an office or shop environment with occasional daytime travel. Days dedicated to administration responsibilities will be generally 7am to 5pm. These duties include, but are not limited to the following:

- Licensing/registration for both non-commercial and commercial vehicles,
- permitting of commercial vehicles including single trip permits for equipment mobilization,
- review, organize and monitor commercial drivers logs (both paper and electronic),
- tax mile and fuel reporting for commercial vehicles,
- work with drivers and mechanics for repair and inspection documentation
- compliance monitoring and continuing education with regards to state & federal regulations,
- assist supervisors with daytime dispatch of company trucks,
- organization of load tickets for proper allocation to surfacing jobs.

CDL driving: This time will be spent on both highway and forest roads in commercial vehicles transporting equipment or materials for production logging operations. Driving days will not have a set schedule and may start as 3am and/or end as late as 6pm. Truck driving duties include, but are not limited to:

- Log Truck
- Dump truck
- Water Truck
- Dump truck & Tilt Deck
- Lowboy: 6 axle, 7 axle, 9 axle, and 12 axle
- Seedling Refrigeration Trailer

GENERAL JOB REQUIREMENTS:

- Class A CDL License- double/triple trailer as well as tank endorsement,
 - Three years' experience Class A CDL driver driving a commercial vehicle on forest roads.
- willingness to work variable schedules as job duties may require,
- excellent listening, verbal, and written communication skills,
- an understanding of State & Federal Motor Carrier Rules for both non-commercial and commercial vehicles including Hours of Service and Tax regulations,
- a proven ability to work well with others and maintain a positive attitude at work,
- ability to use technology with minimal training in the form of computers, cell phones, tablets, and electronic fleet logging devices,
- willing to work in a safe manner and adhere to general company safety policies,
- demonstrated pride in keeping keep trucks clean and in good working order,
- excellent organizational skills.

FULL BENEFITS PACKAGE INCLUDED:

- Medical, dental, and vision coverage
- 401k and Profit-Sharing Plan
- Paid Time Off
- Paid Holidays
- Life, Accidental Death & Dismemberment, Short-term Disability, Long-Term Disability
- Signing Bonus

Position announcement closes December 5, 2018.

For questions regarding the position description contact Keith McCracken 541-673-0141.

Please mail or email (akellom@lrtc.com) a cover letter and resume or a Lone Rock application to:

Lone Rock Resources
Attn: Andrea Kellom
P.O. Box 1127
Roseburg OR 97471

Lone Rock Resources is an Equal Opportunity Employer and a Drug Free Workplace.