

<b>Job title</b>	<i>Refined Fuels Delivery Driver</i>	<b>Job Classification</b>	<i>Hourly Non-exempt</i>
<b>Reports to</b>	<i>Location Manager/Energy Manager</i>	<b>Salary Range</b>	<i>\$16.25-\$21.85</i>
<b>Direct Reports</b>	<i>N/A</i>	<b>EEOC Classification</b>	<i>Operatives</i>

## About Pro Cooperative

**Our Mission:** Building lasting partnerships by being PROactive, PROgressive and PROfessional.

**Our Vision:** To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

### Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

## Job purpose

- The position of a Refined Fuels Delivery Driver is of great significance to Pro Cooperative.
  - A person in this position is responsible to operate a tank truck/semi transport to deliver gasoline, fuel oil, lubricating oil, or liquefied petroleum gas to customers in a safe and efficient manner.

## Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently.

- Deliver product to customers’ tanks making sure correct products are loaded, tanks are not overfilled and safety is observed.
- Contact current and potential customers to inform them of petroleum marketing programs. Analyze current/potential customers to match program to their needs.
- Promote products and programs in a professional and business-like manner.
- Load truck with product, observing required and reasonable safety measures.
- Maintain telephone or radio contact with supervisor to receive delivery instructions. Inform and assist locations with promotions and pricing information.
- Record amount delivered and issue ticket to customer.
- **Collect for accounts that are past due or cash only. Deliver product to customers within the company credit policy and pricing structure.**
- Turn in sales information and money on a routine basis to allow form timely processing.
- Monitor and record inventory at bulk plant, ordering product as needed.
- Operate dust control spraying equipment as needed.
- Perform routine maintenance on vehicle.
- Perform other petroleum related duties.
- Measure, cut, thread, and connect pipe to feeder line and installed tank. Trench line to proper depth where appropriate. Make necessary repairs or installations and test equipment to insure performance.
- Inspect truck equipment and supplies such as tires, lights, brakes, gas, oil, and water.
- Understand and maintain the professional image of Pro Cooperative.
- Establish cohesive working relations with other Pro Cooperative employees, its patrons and vendors to establish a positive work environment.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.

- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.
- Comply with all federal, state, and local regulations and Pro Cooperative’s policies, including Pro Cooperative’s safety policies.

**Minimum experience and qualifications**

- High School education or GED; or one to two months experience or training; or equivalent combination of education and experience Valid Driver’s License.
- Class B CDL with required hazmat endorsements or able to obtain one and maintain current DOT physical.
- The driver must keep valid endorsements required by the industry in place at all times.
- CETP certification or ability to obtain one.
- Available to work extended hours when needed.

**Physical demands**

Physical activities typically performed while on this job.

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
<b>Bending/Stooping</b>	Frequently (34%-66%)	<b>Sitting</b>	Constantly (67%-100%)
<b>Climbing-stairs, ladders, slope</b>	Frequently (34%-66%)	<b>Standing</b>	Frequently (34%-66%)
<b>Crawling</b>	Occasionally (1%-33%)	<b>Twisting</b>	Frequently (34%-66%)
<b>Grasping/Handling</b>	Constantly (67%-100%)	<b>Walking</b>	Frequently (34%-66%)
<b>Kneeling</b>	Occasionally (1%-33%)	<b>Balancing</b>	Frequently (34%-66%)
<b>Neck Flexion/Extension</b>	Constantly (67%-100%)	<b>Squatting</b>	Occasionally (1%-33%)
<b>Reaching Forward</b>	Constantly (67%-100%)	<b>Change of Position</b>	Frequently (34%-66%)
<b>Reaching Overhead</b>	Frequently (34%-66%)	<b>In/Out of Machine</b>	Frequently (34%-66%)

**Physical effort**

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENCY	PUSHING/PULLING	FREQUENCY
<b>1 – 10 lbs.</b>	Frequently (34%-66%)	<b>1 – 10 lbs.</b>	Frequently (34%-66%)
<b>11 – 20 lbs.</b>	Occasionally (1%-33%)	<b>11 – 20 lbs.</b>	Frequently (34%-66%)
<b>21 – 50 lbs.</b>	Occasionally (1%-33%)	<b>21 – 50 lbs.</b>	Frequently (34%-66%)
<b>51 – 100 lbs.</b>	Occasionally (1%-33%)	<b>51 – 100 lbs.</b>	Frequently (34%-66%)
<b>100+ lbs.</b>	Occasionally (1%-33%)	<b>100+ lbs.</b>	Occasionally (1%-33%)

**Working conditions**

Work conditions typically encountered on this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
<b>Dust</b>	Occasionally (1%-33%)	<b>Chemical Agents</b>	Occasionally (1%-33%)
<b>Excessive Heat</b>	Frequently (34%-66%)	<b>Fumes, Odors</b>	Frequently (34%-66%)
<b>Excessive Cold</b>	Frequently (34%-66%)	<b>Solvents, Petroleum Products</b>	Frequently (34%-66%)
<b>Noise</b>	Occasionally (1%-33%)	<b>Others Specify: Animals</b>	Occasionally (1%-33%)
<b>Vibration</b>	Frequently (34%-66%)	<b>Others Specify: Slippery Surfaces</b>	Occasionally (1%-33%)

**Job specific conditions/demands**

Job specific conditions/demands typically encountered on this job.

CONDITIONS/DEMANDS	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
<b>Driving – Vehicle/Equipment</b>	Constantly (67%-100%)	<b>Power Tools/Equipment</b>	Occasionally (1%-33%)
<b>Indoors</b>	Occasionally (1%-33%)	<b>Hearing</b>	Occasionally (1%-33%)
<b>Outdoors</b>	Frequently (34%-66%)	<b>Talking</b>	Occasionally (1%-33%)

<b>Approved by:</b>	
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<b>Date reviewed:</b>	

*Employee signature below constitutes employee's understanding of the requirements and essential functions of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time and doesn't constitute a contract of employment. Company may exercise its employment-at-will rights at any time.*

Employee (Print Name & Sign): \_\_\_\_\_ Date: \_\_\_\_\_