

Job title	<i>Propane Delivery Driver</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Location Manager</i>	Salary Range	
Direct Reports	<i>N/A</i>	EEOC Classification	<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 Propane Delivery Driver is of great significance to Pro Cooperative.
 - A person in this position is responsible to plan, promote, and deliver propane gas, equipment, and related services in a manner that will optimize the cooperative’s market share and savings, improve the cooperative’s efficiency, and result in outstanding customer service.

Duties and responsibilities

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

- Maintain rolling stock and all energy fixed assets.
- Communicate safe storage and handling procedures to all customers.
- Deliver bulk orders safely, following regulations.
- Operate the delivery vehicle in a safe manner and maintain the delivery vehicle.
- Operate dust control spraying equipment as needed.
- Make proper recommendations and applications of products sold.
- Know prices of products and services.
- Assist in developing competitive market strategies.
- Develop and maintain routing, keep-fill, and degree-day systems.
- Perform customer tank maintenance.
- Resolve customer complaints.
- Required to obtain propane certification.
- Complete proper documentation for all services rendered.
- Responsible for completing driver’s daily inspection reports.
- Enforce and adhere to the company credit policy.
- Establish and maintain efficient route for effective and efficient deliveries.
- Maintain good communication with stores and other personal via phone and radio messaging.
- Adhere strictly to the delivery price sheet provided by management. Any deviation from route price sheet due to special circumstance will require management approval.
- 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 diploma or general education degree (GED); or four months to one year related experience and/or training; or equivalent combination of education and experience.
- Class B CDL required with Hazmat Tanker and Airbrake endorsements.
- CETP certification or ability to obtain one.
- Maintain current license that apply to the position.
- Clean driving record with all applicable endorsements required, experience with fast-paced delivery experience preferred.
- Available to work extended hours when needed.

Physical demands

Physical activities typically performed while on this job.

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

Physical effort

Physical effort typically applied while performing this job.

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

Working conditions

Work conditions typically encountered on this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
Dust	Occasionally (1%-33%)	Chemical Agents	Occasionally (1%-33%)
Excessive Heat	Frequently (34%-66%)	Fumes, Odors	Frequently (34%-66%)
Excessive Cold	Occasionally (1%-33%)	Solvents, Petroleum Products	Constantly (67%-100%)
Noise	Frequently (34%-66%)	Others Specify: Animals	Frequently (34%-66%)
Vibration	Frequently (34%-66%)	Others Specify: Slippery Surfaces	Frequently (34%-66%)

Job specific conditions/demands

Job specific conditions/demands typically encountered on this job.

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

Approved by:	
Date reviewed:	

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: _____