

<b>Job title</b>	<i>Energy Delivery Driver</i>	<b>Job Classification</b>	<i>Hourly Non-exempt</i>
<b>Reports to</b>	<i>Location Manager</i>	<b>Salary Range</b>	
<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 Energy Delivery Driver is of great significance to Pro Cooperative.
  - A person in this position is responsible to plan, promote, and deliver propane gas, refined fuels, 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.

- Safe and accurate delivery of propane and refined fuels to all customers, following all regulations.
- Operate the delivery vehicle in a safe manner and maintain the delivery vehicle.
- Maintain rolling stock and all energy fixed assets.
- Communicate safe storage and handling procedures to all customers.
- 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-full, 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 routes for effective and efficient deliveries.
- Maintain excellent communication with customers, co-workers, and other personnel via phone, text, and radio.
- 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, 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.
- The driver must keep valid endorsements required by the industry in place at all times.
- 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
<b>Bending/Stooping</b>	Frequently (34%-66%)	<b>Sitting</b>	Frequently (34%-66%)
<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>	Frequently (34%-66%)	<b>11 – 20 lbs.</b>	Frequently (34%-66%)
<b>21 – 50 lbs.</b>	Frequently (34%-66%)	<b>21 – 50 lbs.</b>	Frequently (34%-66%)
<b>51 – 100 lbs.</b>	Frequently (34%-66%)	<b>51 – 100 lbs.</b>	Frequently (34%-66%)
<b>100+ lbs.</b>	Occasionally (1%-33%)	<b>100+ lbs.</b>	Frequently (34%-66%)

### 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>	Constantly (67%-100%)
<b>Noise</b>	Frequently (34%-66%)	<b>Others Specify: Animals</b>	Frequently (34%-66%)
<b>Vibration</b>	Frequently (34%-66%)	<b>Others Specify: Slippery Surfaces</b>	Frequently (34%-66%)

### 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>	Frequently (34%-66%)	<b>Hearing</b>	Frequently (34%-66%)
<b>Outdoors</b>	Constantly (67%-100%)	<b>Talking</b>	Frequently (34%-66%)

<b>Approved by:</b>	<i>Energy Department Manager</i>
<b>Date reviewed:</b>	<i>09/25/2023</i>

*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: \_\_\_\_\_*