



## **Job Description**

**Job Title:** Propane Driver                                      **Reports to:** Driving Manager  
**Location:** Newark or Farmington Location                      **Position Classification:** Non-Exempt, Full-Time

### **Position Summary**

The Propane Delivery Driver is a front-line field position responsible safely delivering propane to customer and company locations while maintaining a high level of customer satisfaction and productivity. This position may also be called upon to assist in the maintenance, setting, removal, and transportation of propane tanks on-site or at customer locations, as well as bulk plant and/or vehicle maintenance.

### **Position Responsibilities**

- Represents the values of the company to customers and the public in the field and on the roads in a professional and respectful manner
- Responsible for the safe, accurate, and efficient delivery of liquid fuel products while maintaining a high level of customer satisfaction and productivity
- Completes a daily pre and post trip inspection of the vehicle and related equipment
- Performs inspections and leak testing of propane systems, fires propane appliances after service interruptions, and places propane systems out of service as necessary
- Inspects petroleum tanks and piping and bleeds oil lines and fires oil burners as necessary
- Completes required paperwork and documentation in an accurate, professional, and legible manner
- Communicates regularly with customers in a helpful, respectful, and professional manner that builds respect, value, and trust
- Offers suggestions to customers and keeps customers aware of any special promotions and other product offerings
- Passes on sales leads to sales representatives
- Provides customer feedback to management and sales representatives
- Ensures the appearance and condition of company vehicles, equipment, tools, and other assets is safe, clean, and maintained to company standards
- Attends and participates in company training programs
- Participates in the on-call rotation
- Remains aware of and compliant with rules and regulations of the various supply terminals that we operate in
- Understands, follows, and advocates company policies and local, state, and federal rules, regulations, and codes pertaining to the safe transportation of liquid fuels while creating relationships with state and local authorities
- May be called upon to load, unload, transport, install, remove, and maintain propane tanks utilizing company equipment safely and properly
- Involved in special projects from time to time, depending on business need
- Responsible for any other tasks and duties as assigned, which may or may not relate to the normal scope of this position

### **Required Knowledge, Skills and Abilities**

- Minimum of two (2) years of experience working as a Class B driver, prior experience in propane industry required.
- Graduate of High School or equivalent
- Must have a CDL "B" license with tanker and HazMat endorsements
- Must have completed CETP Basics and Delivery and be licensed to deliver Propane
- Hoister/Rigger Certification a plus
- Self-motivated with a high degree of comfort working independently in managing priorities and making decisions
- Prior experience in customer service
- Demonstrated ability to work as part of a team
- Strong sense of professionalism and ability to maintain discretion
- Well developed verbal and written communication skills
- Must have a clean driving record
- Must be able to pass a pre-employment (post offer) DOT physical (conducted at our occupational health provider's location) and maintain a DOT 'medically qualified' status
- Must meet pre-employment (post offer) eligibility standards including drug screen, criminal background check, and driving record review. Must submit to random and/or required drug & alcohol testing

**Physical Demands and Work Environment**

While performing the duties and responsibilities of this position, the employee may be required to:

	Never	Occasionally	Often	Always
Talk			X	
Hear			X	
Vision - Close			X	
Vision - Far			X	
Stand			X	
Walk			X	
Sit			X	
Climb/Balance			X	
Push/Pull			X	
Lift > 25 lbs			X	
Stoop/Kneel/Crouch/Crawl			X	
Reach			X	
Feel/Use hands and fingers			X	

The employee will primarily work outside. This employee is exposed to moving vehicles and changes in weather. The noise level in the work environment is usually quiet to moderate.

Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

**Acknowledgement of Receipt and Understanding**

Employee Name: \_\_\_\_\_ (print) \_\_\_\_\_ (sign)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_