

Job Description

Position:	Fuel Supply & Service Technician/Driver	Department:	Energy
Reports To:	Operations Manager	FLSA Status:	Non-Exempt

Position Summary

Coordinates petroleum operations in a manner that will optimize efficiency, market share, savings and customer service. Transports and delivers a wide variety of petroleum products to customers by applying knowledge of commercial driving regulations and professional navigation of the assigned territory.

Core Functions/Responsibilities

AFD/RFD and Other Oversight

- Oversees AFD/RFD tank levels to ensure product availability
- Acts as the primary DEF coordinator
- Reviews monitor readings daily to ensure proper functionality
- Installs, troubleshoots and removes monitors as needed
- Provides excellent customer service by ensuring efficiency, accuracy and quality
- Performs general maintenance of tanks, petroleum accessories and dispensers
- Maintains petroleum, parts and lubricant inventory; responsible for margin management

Driving

- Acts as primary DEF delivery driver
- Acts as a relief driver within the energy division to cover gaps in staffing including time off and peak seasonal needs
- Performs safe, legal, and timely operation of a commercial motor vehicle to transport product from origin to destination; Meet all DOT requirements
- Performs pre-trip and post-trip inspections on equipment used for the transportation of hazardous materials. Inspects vehicle for needed equipment, supplies, and maintenance to ensure safe operating condition before, during, and after trips; performs minor repairs and reports according to company policy
- Verifies shipping documents and accurately completes and processes all necessary paperwork related to commercial vehicle operation and assigned product transport
- Effectively and safely operates the assigned vehicle at varying speeds in difficult situations, such as heavy traffic, inclement weather and in or out of tight loading and unloading areas. Must be able to back up equipment in all types of weather and conditions. This includes going forward and backing up long distances, around corners, and in and around very tight corners in all situations
- Maintains records required for compliance with state and federal regulations including driver's record of duty status, mileage records, and other records required by law
- Performs all duties in accordance with company policies and procedures, and comply with all federal, state and local regulations for the safe operation of a commercial motor vehicle
- Reports all accidents involving driver or company equipment according to company policy

- Follows and meets time and delivery requirements by adhering to pick-up and delivery schedule to contribute to operational effectiveness
- Promptly reports any delays due to break downs, weather or traffic conditions or other emergencies, or in the event of irregularities relating to pickup or delivery; Reports highway safety hazards noted in routes
- Establishes and maintains effective customer relations by meeting or exceeding customer expectations; Contribute to positive company image at all times through excellent customer service and appearance

Marginal Functions/Responsibilities

- Performs a wide variety of administrative duties related to the fuel department upon request
- Performs other duties and responsibilities as requested by authorized personnel

Qualifications

Education/Training Requirements

- High School diploma or equivalent required

Experience Requirements

- Previous commercial driving experience preferred
- Knowledge of all Federal Motor Carrier Safety Regulations required
- Computer proficiency required
- Knowledge and proficiency required in Microsoft software with an emphasis on Excel
- Experience/knowledge of fuel sales a plus

Licensing/Certification Requirements

- Valid Class B CDL with Tanker and Hazmat Endorsements required
- Must meet or exceed the medical standards of the US Dept. of Transportation
- Must satisfactorily pass drug & alcohol testing per DOT requirements
- Above ground tank installation certification desired

Skills/Abilities Requirements

- Must have the ability to read, write and perform simple mathematical calculations with mental ability to handle receipts; read maps, road signs, maintain record of duty status
- Must be willing to adapt to technology changes and changes to industry standards
- Must have working knowledge of vehicle safety and control systems
- Must have knowledge of dot regulations governing safe driving, hours of service, inspection and maintenance
- Excellent customer relations skills
- Effective written and verbal communication skills
- Strong numeric aptitude with the ability to analyze numeric data
- Motivated self-starter that is willing to work as part of a team
- Ability to work within deadlines
- Ability to continuously identify areas of opportunity

Physical Demands

Stationary Position	Must be able to maintain a stationary position for up to 11 hours while driving for an aggregate period of up to 11 hours.
Operate	<p>Frequently operates a fuel Delivery Truck.</p> <ul style="list-style-type: none">• Must be able to shift manual transmission and operate foot pedals.• Must be able to enter and exit the truck cab frequently. Cab floor level is generally from 36 to 66 inches above ground level, with entry and exit achieved with the assistance of various configurations of steps and hand-holds; also requires occasional bending, climbing, squatting and balancing.• Must be able to occasionally reach above shoulder level; bend at waist level and below waist level for maneuvering and directing the controls to operate the truck.• Must be able to lift up to 100 pounds on an occasional basis• Must be able to climb ladders located on trailers, in addition to climbing ladders on equipment at loading and delivery sites as required.• Must be able to stand and walk on surfaces such as bare ground, gravel, concrete, wood and metal.• Open and close cargo doors, climb into and out of vehicles, fuel vehicles and check oil and coolant levels.• Must be able to maneuver fuel hoses in, around and through all types of equipment and environment as required.
Communicate	This position occasionally communicates with customers, managers and suppliers. Must be able to exchange accurate information in these situations.
Work Environment	<ul style="list-style-type: none">• Drivers may spend up to 50% of time out of doors exposed to potentially difficult environmental conditions. Exposure to extreme heat/cold, fumes, and gases is common.• Job hazards include frequently working near moving mechanical parts, occasionally working in precarious places, and exposure to fumes and airborne particles.• Drivers may be subject to irregular work schedules, temperature, weather, and outside environment extremes, long trips, short notice for assignment of a trip, tight delivery schedules, delays in-route and other stresses and fatigues related to driving a large commercial motor vehicle on crowded streets and highways in all kinds of weather.• Drivers typically spend 50%-60% of duty time in the cab of a truck. While driving, operators are exposed to noise and vibration levels which may be higher than those typically experienced in passenger cars.

Acknowledgement

I have read and understand the job description for my position. I am able to perform all the essential functions for this position. I understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

I agree to comply with the company handbook and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor. I will strive to uphold the mission and vision of the organization.

Employee Signature

Date

Employee Name (Printed)