# Job Description

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| **Job Title:** | Oil and Propane Delivery Truck Driver | **Reports to:** | Delivery Manager |
| **Location:** | Turner, ME | **Position Classification:** | Non-Exempt, Full-Time |

**Position Summary**
The Oil and Propane Delivery Truck Driver is a field position responsible for representing the company on the road and at customer locations. This position is also responsible for safely delivering oil and propane to customers while providing quality service to ensure and maintain a high level of customer satisfaction, productivity, and safety.

**Position Responsibilities**
- Responsible for the delivery of heating oil, diesel fuel and propane to customers
- Operates, loads, unloads, transports, installs, removes, and maintains propane tanks
- Utilizes company equipment safely and properly
- Performs inspections and leak testing of propane systems, light propane appliances after service interruptions and places propane systems out of service as necessary
- Inspects oil tanks and piping and bleeds oil lines and fire oil burners as necessary
- Completes required paperwork and documentation in a professional and legible manner
- Represents the company professionally and respectfully in all interactions with customers and with the public
- Resolves customer concerns or complaints in a professional and helpful manner
- Ensures the appearance and condition of company vehicles, equipment, tools, and other assets is safe, clean, and maintained
- Attends and participates in company training programs
- Sets and follows a high standard of personal conduct
- Participates in the on-call rotation
- Understands, follows, and advocates company policies and local, state, and federal rules, regulations, and codes pertaining to the safe installation and service of oil and propane equipment while creating relationships with state and local authorities
- 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 A or B driver, prior experience in the oil and propane industry preferred
- Graduate of High School or equivalent
- Must have a valid Class A or B CDL with an X endorsement and no air brake restriction
- Must have a Maine propane license with delivery, plant operator, and tank setter & piping endorsements
- Must have a Maine oil burners apprentice license
- 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 set for criminal and other background checks

**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: ____/____/____