



**TITLE: SEASONAL FUEL DRIVER**

**Exempt/Non-Exempt: Non- Exempt**

## **OVERVIEW**

The Energy Co-op of Vermont, where community ownership and sustainable energy practice meet. Established in July 2001, we've grown to serve over 2,500 of your neighbors in northwest and central Vermont. As a not-for-profit Cooperative, our members are our owners. When you chose to partner with us, you're not just a customer--- you're an integral part of our mission.

Our tag line "Use Less, Save More," reflects our commitment to helping members reduce energy costs while transitioning to renewable fuels. As a "different kind of energy company," we deliver heating oil and kerosene, but our goal is to promote energy efficiency and renewable energy adoption.

Our diverse portfolio includes the delivery of heating oil, kerosene, and wood pellets, along with comprehensive heating system maintenance, repairs and replacement for our members and customers. We specialize in installing highly efficient, cold-climate heat pumps, conducting cost-effective energy audits, and executing home weatherization projects. To ensure smooth operations, we maintain a fleet of fuel delivery trucks, a wood pellet delivery truck and several service vans all centered at our administrative and operational base in Colchester, Vermont.

Despite the dynamic shifts in economic conditions and oil markets, we remain steadfast in our commitment to serving the community. As one of the few fuel dealers offering price protection programs, our resilience shines through, ensuring our valued members receive unparalleled support and service.

Join us in shaping a sustainable future while enjoying the benefits of community ownership and energy savings. Apply now to be part of The Energy Co-op of Vermont Team. Candidates across all markers of identity (age, race, gender, ability, veteran status, communication style, etc.) are highly encouraged to apply.

## **GENERAL DESCRIPTION OF DUTIES**

The Seasonal Fuel Driver is responsible for adhering to delivery schedules, loading the truck, transporting goods to the delivery site, handling paperwork, and ensuring compliance with safety regulations. This seasonal position runs from November through the end of March, with weekly hours varying from 30 to 40 hours.

**REPORTING TO:** Dispatch Manager

## **SPECIFIC JOB DUTIES AND RESPONSIBILITIES**

- Loads truck with fuel, kerosene and/or pellets, conducting pre-trip inspections (checking diesel, oil, water, tires, lights, brakes, etc.) to ensure proper working conditions.
- Adhere to traffic laws and established transportation procedures and regulations for fuel/pellet deliveries.
- Performs daily maintenance and housekeeping on truck.
- Follows delivery schedules, determines the best route to location, reads meters or other required tracking data and records quantities loaded.
- Connect to members' tank, attach ground wire to trucks as required. Record amounts delivered/pellets delivered and issues tickets.
- Monitors and maintains records of meter counts for fuel deliveries, submits all receipts and paperwork as required for members to the manager.
- Assess the safety of delivery locations, anticipate, and reports any issues, as necessary.
- Communicates member issues to the Manager and works within designated job limits to resolve them promptly and effectively.
- Conducts above ground tank inspections as necessary, ensuring compliance with safety standards.
- Required to participate in the on-call schedule to make emergency deliveries after hours.
- Perform purges and restarts of heating systems on run out customers.
- Maintains the garage and/or pellet barn area in a neat and clean condition.
- Performs all other duties as needed or assigned.

## **QUALIFICATIONS:**

- High school diploma or equivalent, along with clean valid CDL Driver's License with a hazmat and tanker endorsement.
- Able to obtain a Tank Inspection Certification from the Vermont Fuel Dealers Association within 15 days of hire.
- Capable of performing heavy work, including exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Exposure to various physical conditions, including vibrations, noise, and environments with moving parts, electrical currents, fumes, odors, dust, and weather conditions. This role may require functioning in narrow passageways.