



TITLE: Fuel Driver 1_FF-01

LEVEL: 1

Exempt/Non-Exempt: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Responsible for following delivery schedules, loading the truck, transporting to the delivery site, handling paperwork and adhering to safety regulations.

REPORTING TO: Dispatch Manager

SPECIFIC JOB DUTIES AND RESPONSIBILITIES

- Loads truck with fuel and kerosene, inspects vehicle prior to departure (gas, oil, water, tires, lights and brakes, etc.) in order to ensure they are in proper working condition. Obey traffic laws and follows established traffic and fuel/pellet transportation procedures and regulations. Performs daily housekeeping on truck as required.
- Follows delivery schedules using best route to location, reads meters or other required tracking data and records quantities loaded; connects to members' tank and records amount delivered/ pellets delivered. Issues tickets to members. Attaches ground wire to truck as required.
- Monitors and maintains records of meter counts for fuel deliveries, submits all receipts and paperwork as required for members and managers.
- Evaluates the dangers of any location, anticipates and reports as necessary any issues.
- Communicates member issues to Manager and works within job limits as directed to resolve.
- Performs above ground tank inspections as needed.
- Be on the on-call schedule to make emergency deliveries after hours
- Perform purges and restarts of heating systems on run out customers.
- Keeps garage area neat and clean.
- Performs all other duties as needed or assigned.

MANAGEMENT RESPONSIBILITIES

- None

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to apply common sense understanding to written and oral instructions.
- Ability to read, understand and follow simple instructions, emails and memos.
- Willing to attend company training for transportation of fuel and other materials.
- Ability to troubleshoot and problem solve with co-workers and Manager.
- Ability to use protective gear while working and to follow safety policies and procedures
- Ability to work subject to outside environmental conditions. Activities occur inside and outside.

MINIMUM TRAINING AND EXPERIENCE

- High school diploma with clean valid CDL Driver's License with a hazmat endorsement.
- Able to obtain a Tank Inspection Certification from the Vermont Fuel Dealers Association.

Physical Abilities and Other Work Conditions:

- Heavy work: 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.
- Worker is exposed to vibrations, noise and a variety of physical conditions with moving parts, electrical currents, fumes, odors, dust and may be required to function in narrow passageways.