



## Job Description

Job Title: Lubes & Oils Delivery Driver & Warehouse Material Handler			
<b>Division:</b>	Energy	<b>Hours:</b>	7 to 4 (seasonal overtime)
<b>Location:</b>	3653 NE Steelhead Run Rd Albany, OR 97321	<b>Travel Required:</b>	No
<b>Reports to:</b>	Oil and Lubricant Warehouse Manager		

### PURPOSE

The purpose of this job is to deliver bulk and packaged lubricants to our customers as well as assisting the oil and lubricant warehouse manager with inventory related duties, fulfilling **Pratum's mission is to be an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

This is an important customer service role as this position ensures excellent customer service and satisfaction.

The following are general tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned by management.

### TASKS AND RESPONSIBILITIES

- Responsible to complete all lubricant deliveries in a timely manner
- Repackage 5-gallon pails, 55-gallon drums and bulk totes of product as needed
- Stocking and tracking of warehouse products
- Assist in daily, weekly, and monthly inventory counts and reconcile differences
- Assist in scheduling and receiving incoming inventory products
- Safely load and unload trucks
- Perform proper and complete pre and post trip vehicle inspections
- Safely drive loaded and unloaded delivery vehicles
- Provide backup bulk fuel delivery as needed
- Plan and follow efficient delivery routes

### EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Pratum's Values:
  - **Integrity:** always doing the right thing
  - **Safety:** committed to a safe environment for our employees and customers
  - **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
  - **Results Oriented:** delivering on your promises
  - **Teamwork:** respecting one another with humility, working with the ag management team



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- **Stewardship:** careful and responsible management of our resources and environment
- **Customer Service:** exceeding expectations of those we serve
- Learn and maintain all processes associated with the position
- Daily communication with the Oil and Lubricant Warehouse Manager
- Organize, manage and complete daily delivery paperwork
- Complete online and in person lubricant training as scheduled by management
- Clean and professional appearance
- Ability to work 40 to 50 hours per week and, at times, 60 hours per week during peak seasons
- Motivated self-starter
- Attention to detail is critical

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent
- CDL required with HazMat certification
- History of timeliness and good attendance
- Basic mechanical ability to inspect and service equipment as directed
- Physical ability requirements:
  - Ability to drive at night with limited visibility
  - Climbing ladders in various environments
  - Ability to work in various weather conditions
- Ability to read English and follow written and verbal instructions, read maps, shipping papers, hazardous material labels, emergency instructions and general business information

### PREFERRED SKILLS

- Basic computer skills
- Basic math and good reading skills
- Ability to operate a forklift in tight spaces
- Excellent communication skills and the ability to take individual initiative to resolve issues
- Organization

Prepared By:	Mark Garland, HR Manager	Date:	February 1, 2022
Approved By:	Brian Mendenhall, Fuel & Lubes Operations Manager	Date:	February 1, 2022
Last Updated By:		Date:	Click here to enter text.
Employee Name:		Email:	
Employee Signature:		Date:	



# Job Description

## Physical Requirements

### Physical Requirements | General Notes:

This is a position with a variety of physical demands from sitting in an office on a computer to handling warehouse Inventory to driving a truck

### Tools & Equipment Used:

Typical office equipment, pickups, fuel trucks, oil tank and pump equipment

### ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting			X			1	2
Standing				X		1	5
Walking				X			
Change Positions?					X		

### LIFTING AND CARRYING

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs				X	
51-75 lbs			X		
>75 lbs		X			

Maximum # lifted/carried without assistance 80 Lifts/carries exceeding this weight are done with 2 people or lift device

### OTHER PHYSICAL REQUIREMENTS

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop				X	
Twist			X		
Crouch/squat				X	
Kneel/Crawl			X		
Walk-Level surface				X	
Walk-Uneven surface			X		
Climb Steps/Ladder				X	
Work at heights			X		
Reach at or above Shoulder				X	
Use of Arms, Wrist					X
Use of Hands grasping/squeezing				X	
Operate foot controls			X		

ENVIRONMENT:  Inside 20 % of time  Outside 80 % of time  
 Temperature Extremes  Yes  No Vibration  Yes  No  
 Works on or around moving machinery or mechanical parts  Yes  No

### SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Representative(s): \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name			
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