



**Job Title:** Delivery Truck Driver – Bulk Fuel

<b>Division:</b>	Energy	<b>Job Code:</b>	400
<b>Location:</b>	Millersburg, or Salem Oregon	<b>Travel Required:</b>	Minimal, some trainings
<b>Level\Pay Range:</b>	\$22 to \$27.50/hr	<b>Position Type:</b>	Operator Non-Exempt, hourly
<b>Reports to:</b>	Fuel & Lubricants Operations Manager		

**Job Description**

**PURPOSE**

The primary purpose of this job is to deliver bulk fuel orders to customers. This is a very important customer service role as this position connects the truck to the customer.

This position significantly contributes to Pratum Co-op’s overall mission: **an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

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**

- Safely drive loaded and empty tanker trucks of various sizes, makes/models and configurations
- Perform proper pre and post trip truck and trailer inspections
- Properly load and unload; handling, hooking and unhooking hoses
- Operate pumps and valves for loading and unloading, both on and off the truck
- Safely fill tanks of all types and sizes using various size hoses, nozzles, and fittings, utilizing pipe wrenches, and other hand tools as needed
- Accurately complete driver logs, pre and post trip forms, invoices, and other paperwork as required

**EXPECTATIONS**

- Comply with federal DOT, State, and company policies, procedures, and regulations; maintain 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, maintaining good communication with dispatchers and immediate manager



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- **Stewardship:** careful and responsible management of our resources and environment
- **Customer Service:** exceeding expectations of those we serve, maintaining great relationships

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Must hold a Class A or B commercial driver’s license with Tank, Hazmat with endorsement
- Must be able to pass a pre-employment drug screen
- Minimum one-year experience driving a tanker truck
- On-the-job training available

**PREFERRED SKILLS**

- Able to drive truck off road, and on roads that are narrow and have steep inclines
- Able to properly install tire chains in snowy, icy and muddy conditions

**ADDITIONAL NOTES ...**

- Equipment Provided
  - Credit and fuel cards
  - Cell phone (or phone allowance)

Prepared By:	Mark Garland, HR Manager	Date:	June 20, 2019
Approved By:	Brian Mendenhall, Fuel & Lubricants Operations Manager	Date:	03/11/2020
Last Updated By:	Brandi Hollstein, HR Generalist	Date/Time:	05/16/2022
Employee Name:		Email:	
Employee Signature:		Date:	



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### Physical Requirements

**General Notes:**

A truck driving position requiring significant physical abilities including excellent vision including up close, distance, peripheral, color, depth perception and the ability to adjust focus

**Tools & Equipment Used:**

Typical office equipment, pickup truck, bob-tail truck, pumping equipment and tools

**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	2	8
Standing				X			
Walking			X				
Change Positions?				X			

**LIFTING AND CARRYING**

- 1-20 lbs
- 21-50 lbs
- 51-75 lbs
- >75 lbs

	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**

- Bend/Stoop
- Twist
- Crouch/squat
- Kneel/Crawl
- Walk-Level surface
- Walk-Uneven surface
- Climb Steps/Ladder
- Work at heights
- Reach at or above Shoulder
- Use of Arms, Wrist
- Use of Hands grasping/squeezing
- Operate foot controls

	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 5 % of time  Outside 95 % of time (in truck)

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):

Print Name	Title	Signature	Date