



## Job Description

<b>Job Title: Fuel Transport Driver</b>			
<b>Division:</b>	Pratum Transportation	<b>Starting Hours:</b>	2:00PM (swing shift)
<b>Location:</b>	Eugene, OR 97401	<b>Service area:</b>	Eugene to southern Oregon and central Oregon locations
<b>Level\Pay Range:</b>	Hourly \ \$30 - \$34/hr. DOE	<b>Position Type:</b>	CDL Semi-Truck Operator
<b>Reports to:</b>	Energy Operations Manager		

### PURPOSE

The purpose of this job is to transport bulk liquid fuel products from the rack fuel distribution point in Portland/Vancouver or Eugene and deliver that product to fueling centers, fulfilling **Pratum's mission is to be 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

- Responsibly and safely operate semi-truck and trailer hauling hazardous liquid materials over-the-road.
- Execute daily goals, plans and direction given by the dispatcher
- Conduct all pre trip, post trip and other regularly required equipment inspections, reporting any problems or potential problems as required.
- Ensure the regular maintenance of truck engines, immediately repairing any problems to avoid potential hazards or down-time to the truck.
- Ensure all safety protocols are followed (in-house and DOT).
- Communicate with and assist customers on timings of scheduled deliveries.
- Ensure trucks are loaded and unloaded properly.
- Plan and follow efficient delivery routes.
- Organize, manage and complete daily delivery paperwork/digital data uploads

### EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, also 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



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positive image, timeliness

- **Results Oriented:** delivering on your promises
- **Teamwork:** respecting one another with humility, working with the ag management team
- **Stewardship:** careful and responsible management of our resources and environment
- **Customer Service:** exceeding expectations of those we serve
- Timely communication in response to dispatch and management
- Maintain current class A CDL and HazMat and Tanker endorsement
- 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

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent
- Class A CDL required with HazMat certification and Tanker endorsement
- Twic card required
- 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
  - Ability to physically navigate a semi-truck and trailer for operation and inspection
  - 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, mobile phone skills
- Basic math and good reading skills
- Good communication skills and the ability to take individual initiative to resolve issues

Prepared By:	Mark Garland, HR Manager	Date:	Click here to enter a date.
Approved By:	Brian Mendenhall, Fuel & Lubes Operations Manager	Date:	Click here to enter a date.
Last Updated By:		Date:	Click here to enter text.



# Job Description

Employee Name:		Email:	
Employee Signature:		Date:	

## Physical Requirements

### Physical Requirements | General Notes:

This is a position with a variety of physical demands from sitting in a semi-truck for hours at-a-time to navigating inside and outside of the truck for inspection and repair purposes

### 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	4	8
Standing			X			1	2
Walking			X			1	1
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 75 % of time  Outside 25 % 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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