



**Job Title:** Energy – Propane Delivery Driver

<b>Division:</b>	Energy	<b>Job Code:</b>	450
<b>Location:</b>	27980 S. OR-213 Mulino, OR 97042	<b>Travel Required:</b>	Minimal, some trainings
<b>Level\Pay Range:</b>	\$20-\$27/hr	<b>Position Type:</b>	Operator Non-Exempt, hourly
<b>Reports to:</b>	Energy Propane Operations Manager		

**Job Description**

**PURPOSE**

The primary purpose of this job is to deliver bulk propane orders to customers, significantly contributing to Pratum Co-op’s overall mission: **an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

**TASKS**

- Safely drive loaded and empty bobtail propane trucks to customer locations
- Perform proper pre and post trip truck inspections, reporting any problems
- 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 propane tanks of different 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
- Other tasks as assigned by the Propane Operations Manager

**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 Tanker, Hazmat endorsements
- Hold a D.O.T. medical certificate
- Must be able to pass a pre-employment drug screen
- Clean driving record
- Minimum 1 year experience driving a tanker truck

**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:	July 9, 2019
Approved By:	Josh Poirier, Propane Operations Manager	Date:	July 9, 2019
Last Updated By:	Brandi Hollstein, HR Generalist	Date/Time:	August 12, 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**

Sitting  
Standing  
Walking  
Change Positions?

Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
				<b>X</b>	2	8
			<b>X</b>			
		<b>X</b>				
			<b>X</b>			

**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%
				<b>X</b>
			<b>X</b>	
		<b>X</b>		
	<b>X</b>			

**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%
		<b>X</b>		
		<b>X</b>		
		<b>X</b>		
		<b>X</b>		
			<b>X</b>	
			<b>X</b>	
		<b>X</b>		
				<b>X</b>
				<b>X</b>
				<b>X</b>
				<b>X</b>

**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