



## Job Description

Job Title: Fuel Transport Driver			
<b>Division:</b>	Pratum Transportation	<b>Starting Hours:</b>	Tuesday – Saturday 01:00AM – 04:00AM Starting hours
<b>Location:</b>	3725 Kashmir Way SE Salem, OR 97317	<b>Travel Required:</b>	No
<b>Level\Pay Range:</b>	Hourly \ \$30 - \$36/hr. DOE	<b>Position Type:</b>	CDL Semi-Truck Operator
<b>Reports to:</b>	Fuel Operations Manager		
<p><b>PURPOSE</b></p> <p>The purpose of this job is to transport bulk liquid fuel products from the rack fuel distribution point in Portland/Vancouver and deliver that product to fueling centers, bulk tanks, and customer locations, fulfilling <b>Pratum’s mission is to be an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.</b></p> <p>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.</p> <p><b>TASKS AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Responsibly and safely operate semi-truck and trailer hauling hazardous liquid materials over-the-road.</li> <li>• Execute daily goals, plans and direction given by the dispatcher</li> <li>• Conduct all pre trip, post trip and other regularly required equipment inspections, reporting any problems or potential problems as required.</li> <li>• Immediately report any truck problems to manager to avoid potential hazards or breakdowns.</li> <li>• Ensure all safety protocols are followed (in-house and DOT).</li> <li>• Communicate with and assist customers on timings of scheduled deliveries.</li> <li>• Ensure trucks are loaded and unloaded properly.</li> <li>• Plan and follow efficient delivery routes.</li> <li>• Organize, manage and complete daily delivery paperwork/digital data uploads</li> </ul> <p><b>EXPECTATIONS</b></p> <ul style="list-style-type: none"> <li>• Comply with federal, state, and company policies, procedures, and regulations, also maintaining familiarity with the employee handbook</li> <li>• Function in a way that fulfills Pratum’s Values: <ul style="list-style-type: none"> <li>○ <b>Integrity:</b> always doing the right thing</li> <li>○ <b>Safety:</b> committed to a safe environment for our employees and customers</li> <li>○ <b>Professionalism:</b> dealing with all relationships in a courteous and respectful manner with a</li> </ul> </li> </ul>			



## Job Description

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 must have or be willing to obtain HazMat, and Tanker endorsement, and be prepared to be carded at all loading racks in Portland
- Clean and professional appearance
- Ability to work 45 to 60 hours per week and, at times, 70 hours per week during peak summer seasons
- Motivated self-starter
- Attention to detail
- Expected to work Monday through Friday, with a rotating Saturday Schedule

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent
- Class A CDL required with HazMat and Tanker 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
  - Ability to physical 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:	May 19, 2023
Approved By:	Landon Kelley, Fuel Operations Manager	Date:	May 19, 2023
Last Updated By:	Brandi Hollstein, HR Generalist	Date:	May 19, 2023
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 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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