

JOB TITLE

BULK TRUCK DRIVER

COMPANY: **ARROWHEAD TRANSFER, INC. d.b.a.
ARROWHEAD L.P. GAS**

SHIFT: MONDAY -- FRIDAY 8:00AM -- 4:00PM
ON CALL DUTIES REQUIRED

REPORTS TO: PORT MANAGER or SUPERVISOR

Exempt from Overtime: NO

SUMMARY

Operates propane bulk truck which delivers propane to residential, commercial, and industrial customers.

ESSENTIAL FUNCTIONS

May include any or all of the following.

Other duties may be assigned.

Job duties:

- Loads bulk truck from propane storage and delivers it to customers.
- Unloads weekly propane exports to propane storage facility.
- Checks scheduling of routed customers and makes adjustments as necessary.
- Assumes responsibilities of Yard Person when necessary.
- Minor painting and repair work to tanks/cylinders at customer locations.
- Inspects customer appliances and the lighting of pilots when required.
- Performs and documents leak checks of customer piping with leak test liquid or pressure gauge.

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• Ensures that truck is clean and presents a professional image to the public.

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- Inspects truck for defects and safe operating condition before, during and after deliveries, and submits a written report on the condition of the truck at the end of each day.
- Ensures that all shipping documentation required is available for inspection and that appropriate paperwork is completed at the time of the delivery.
- Applies knowledge of commercial driving and skills in maneuvering vehicle at varying speeds, in difficult situations, such a heavy traffic, inclement weather, or in tight areas.
- Maintains records required for compliance with State and Federal regulations including drivers' logs, vehicle inspections, and other records as required by the law.
- Performs all duties in accordance with company policies and procedures, and complies with all Federal, State, and local regulations for the safe operation of a commercial motor vehicle.
- Reports all accidents (vehicular and/or cargo) involving driver, customer property, or company equipment.
- Reports highway safety hazards.

ACCOUNTABILITIES

- Required to complete the following modules of the CETP (Certified Employee Training Program):
 - Book one (Basic Principles and Practices) within 60 days of hire.
 - Book two (Propane Delivery) within 120 days of hire date.
 - Book three (Plant Operations) within 180 days of hire date.
- Safe and legal operation of a commercial motor vehicle.
- Safe and timely delivery of propane to customer.
- Proper loading and delivery of propane to assure safety to company equipment, and customers and their property.
- Proper unloading of weekly propane exports.
- Proper handling and accurate completion of all necessary paperwork related to truck operations and propane delivery.
- Professional representation of the company and the propane industry through responsible driving, courteous attitude, and neat appearance.

JOB SPECIFICATIONS

Qualification Requirements:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have working knowledge of propane safety and control systems.
- Must have thorough knowledge and understanding of all relevant company, local, state, and federal codes and regulations.
- Must have either 2 year's prior propane driving experience or have received sufficient on the job training.
- Must have working knowledge of vehicle safety and control systems.
- Must have knowledge of DOT regulations governing safe driving, hours of service, inspection and maintenance, and transportation of hazardous materials.

Language Skills:

- Must have the ability to read, write with general mental ability to handle receipts, read maps, road signs, maintain logs, etc..
- Must have good oral and interpersonal communication skills.
- Must be able to follow instructions and take directions via two-way radio, by telephone, or in person.
- Must have the ability to handle receipts, document hazards, make repairs needed to customer tanks, maintain logs, etc.

Mathematical Skills:

- Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Must be able to carry out detailed, but uninvolved written or oral instructions, and also deal with standardized, or complex situations.

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Certificates, Licenses, Registrations:

- Must possess a valid class A or B Commercial Driver's License (CDL) with proper endorsements.
- Must have an acceptable Motor Vehicle Driving record.

Testing Requirements:

- Must satisfactorily pass a drug test.
- Must satisfactorily pass an alcohol test (if applicable).
- Must meet or exceed the medical standards of the US Department of Transportation

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to detect the odor of odorized propane.
- Must be able to shift manual transmissions and operate foot pedals.
- May be required to work up to the maximum hours allowed by DOT regulations during peak periods
- Must be able to push or pull propane tanks/cylinders weighing 300 pounds using a hand-truck, hoist or crane.
- Must be able to enter and exit the delivery vehicle's cab 20 - 40 times a day. Cab floor level is generally 36 to 66 inches above ground level, with entry and exit achieved with the assistance of various configurations of steps and handholds; also requires frequent bending, twisting, climbing, squatting, crouching and balancing.
- Must be able to pull a hose weighing 50 pounds a distance of 150 feet over rough and uneven terrain.
- Must be able to install and remove tire chains when required due to inclement weather.

- Must be able to spend at least 25% of the day standing and 50% of the day walking on surfaces such as concrete, wood, metal, and sometimes on slippery, or wet surfaces.
- Must be able to connect and disconnect hose end valves from various configurations of propane tanks and cylinders, open and close cargo doors, climb into and out of vehicles, fuel vehicles, and check vehicle fluid levels.

Work environment:

- Drivers may spend 25% to 75% of their time out-of-doors, exposed to potentially difficult environmental conditions.
- Drivers may be subject to irregular work schedules, temperature and weather extremes, long days, tight delivery schedules, delays en-route and other stresses or fatigues related to driving a commercial vehicle on remote or crowded streets, highways or roads in all kinds of weather.

COMMENTS:

This is a Safety Sensitive Position

Position is located in a non-smoking facility

POST CONDITIONAL OFFER -- DRUG TESTING MANDATORY

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

I hereby certify that I have read and received a copy of this job description:

Received by _____ Date: _____

DISTRIBUTION:

One to applicant

One to applicant's file-- Local Office

One to applicant's file -- Headquarters

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