



# Rural Propane Services

<b>Position Title:</b> Delivery Driver/Service	<b>Direct Supervisor:</b> Operations Manager
<b>Date Adopted:</b> April 2021	<b>Date Revised:</b>
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**SUMMARY:** Under the direction of the Operations Manager, delivers propane. Provides customer service as the back-up customer contact including answering incoming phone calls/walk-in customers and assisting in the bottle dock. Assists with service work.

## **DUTIES AND RESPONSIBILITIES:**

1. Safely and efficiently load LP gas via bobtail and deliver to customer's residential or commercial locations.
2. Perform safety checks on company and customer equipment through visual examination before dispensing fuel products.
3. Accurately record the amount of the delivery for accurate billing.
4. Assists with cylinder recertification and replacing valves.
5. Assist serviceman with tank sets, leak checks, odor complaints, etc.
6. Assists customers with parts and fittings, as well as fills cylinders at the bottle dock.
7. Inspects company vehicle daily and reports any problems according to established company policies and Federal Motor Carrier Safety Regulations.
8. Performs other duties as may be assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**SUPERVISION RECEIVED:** The job is somewhat structured and subject to cyclic variations. Some assignments are covered by well-established methods, procedures, and precedents, but the employee is responsible for choosing the appropriate procedure or precedent from a number of alternatives, for planning and executing the work sequences, and for solving most problems of recurring nature. Some assignments are broadly stated in terms of objectives to be met and the employee is responsible for planning and organizing the details of the work, deciding upon the methods to use to produce the desired result, making proper interpretations, and using judgment to solve unusual problems. The immediate supervisor normally becomes involved in the details of the work while it is in progress only to resolve problems. Work is reviewed as needed.



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**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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **EDUCATION and/or EXPERIENCE:** One year of experience as a truck driver, heavy equipment operator or equivalent required. Experience with propane/fuel preferred. Experience in snow and inclement weather preferred. High School diploma or equivalency required.
2. **CERTIFICATES, LICENSES, REGISTRATIONS:** Must maintain a minimum Commercial Drivers License, Class B with hazard and tanker endorsement, First Aid and CPR Certification. Must obtain Certified Employee Training Program (CETP) from the Propane Education & Research Council (PERC) within the first 6 months of employment. Must be willing to continue professional training after employment.
3. **TECHNICAL SKILLS:** Ability to use personal computers, tablets and associated peripheral devices, including printers and network related processes. Ability to use related software including word processing, spreadsheets and communication. Familiarity with Microsoft Office applications is preferred. Filing and office organization will be required.
4. **LANGUAGE SKILLS:** Ability to read and interpret technical information and documents. Ability to write concise reports and unambiguous correspondence. Ability to speak effectively before groups of customers, employees and business contacts. Must be comfortable working with agitated or distressed customers both in person and on the telephone.
5. **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to understand and calculate manually all formulas used by the billing software and in use by the industry in general.
6. **REASONING ABILITY:** Ability to apply common-sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve problems involving a few concrete concepts and ideas.
7. **PRIVACY AND CONFIDENTIALITY:** Must be able to listen to consumer grievances and concerns treating information imparted as private and confidential.



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**PHYSICAL DEMANDS:** 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.

1. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, business machines or controls; and talk or hear.
3. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
4. Due to insuring requirements, employee must be 26 years of age or older.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There are no risks beyond those associated with normal office activities and no special precautions of any kind are required. The noise level in the work environment is usually quiet. Due to the nature of the business, odors can get into the work environment.

**ACKNOWLEDGEMENT:** Signatures below confirm that the employee, supervisor and General Manager have discussed the duties of the position and that a clear understanding of the duties exists for the employee.

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Employee

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Date

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Operations Manager

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Date