

Company: Farm Service Cooperative

Job Title: Propane Delivery Driver

FLSA Designation: Non-Exempt

Reports to: Branch Manager and/or Dispatcher

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Propane Delivery Driver Role: To drive a commercial propane truck with a capacity of at least 26,000 pounds gross vehicle weight (GVW), make efficient, safe and professional deliveries to Farm Service Cooperative customers, promote FSC sales and assist with energy essential functions.

Accountabilities/Essential Functions:

- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order, including but not limited to pre-trip and post-trip inspections.
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Collect delivery instructions from appropriate sources, verifying instructions and routes.
- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.
- Report vehicle defects, accidents, traffic violations or damage to the vehicles.
- Secure cargo for transport, using ropes, blocks, chain, binders or covers.
- Drive trucks to weigh stations before and after loading and along routes to document weights and to comply with state regulations.
- Drive trucks with capacities greater than 3 tons, including tractor-trailer combinations, to transport and deliver products or other materials.
- Obtain receipts or signatures for delivered goods and collect payment for services when required.
- Inventory and inspect goods to be moved to determine quantities and conditions, including assisting with monthly inventory.
- Operate equipment, such as truck cab computers, CB radios and telephones, to exchange necessary information with bases, supervisors or other drivers.
- Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs.
- Check condition of trailers after contents have been unloaded to ensure that there has been no damage.
- Read bills of lading to determine assignment details.
- Couple or uncouple trailers by changing trailer jack positions, connecting or disconnecting air or electrical lines, or manipulating fifth-wheel locks.
- Check all load-related documentation to ensure that it is complete and accurate.
- Read and interpret maps to determine vehicle routes.
- Crank trailer landing gear up or down to safely secure vehicles.

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- Load and unload truck, or help others with loading and unloading, operating any special loading-related equipment on vehicles and using other equipment as necessary.
- Remove debris from loaded trailers.
- Conform to safety and regulatory compliance requirements, as directed and per company policy.
- Become knowledgeable and familiar with FSC and Cenex products, policies and procedures.
- Review suggestions of ways to improve work methods and procedures made by employees and decide on course of action.
- Work in cooperation with other divisions, locations, customers, supervisors and managers with a positive attitude and willingness to provide positive feedback to them.
- Travel to other FSC locations and/or vendors is required.
- Perform other duties and tasks as assigned by the Branch Manager or Dispatcher.

### Knowledge, Skills and Experience:

- Ability to communicate information or ideas effectively in oral or written form.
- Ability to listen to what other people are saying and ask questions as appropriate.
- Perform basic math operations (add, subtract, multiply, divide) to include, but not limited to, use of whole numbers, fractions, decimals, percentages and discounts.
- Knowledge of principles and methods involved in promoting, showing and selling of products or services. This includes marketing strategies and tactics, product demonstration and sales techniques, and sales control systems.
- Work and communicate with internal and external customers to meet their needs in a polite, courteous and cooperative manner. Committed to quality service.
- Ability to identify and analyze problems associated with work processes.
- Develop constructive and cooperative relationships with others.
- Ability to organize and work on multiple tasks concurrently.
- Demonstrate responsible behavior and attention to detail.
- Encourage and facilitate cooperation, pride, trust, and group identity. Foster commitment and team spirit.
- Knowledge and skill in judgment and decision making, negotiation, and management of material resources.
- Capacity to adjust to change, work pressures or difficult situations without undue stress.

### Education, Training, Certifications Required:

- Valid Class B Commercial Driver's License
- Hazmat, Tanker and Air Brake Endorsement
- Current medical card
- Farm or Agricultural background

Equipment, Tools, Machinery Used:

- Company vehicles
  - Computers/Office Equipment
  - Telephone
  -
- Forklift
  - Calculators
  - Fax/Copier

Special Conditions of Employment (licenses, certificates, credentials, altered work schedules, furloughs, travel, etc.):

- Valid Class B Commercial Driver's License
- Hazmat, Tanker and Air Brake Endorsement
- Current medical card
- Pre-employment drug testing, plus random drug testing, per company policy

Protective Clothing and Devices:

- Some of the job duties of this position may require you to wear personal protective equipment (PPE), if so, when and how to use this equipment will be explained to you at the time of hire.
- To determine ability to perform job functions where the use of a respirator is required, employees will be given a physical examination prior to performing this type of work.

Working Conditions and Physical Demands:

- Ability to lift a minimum of 60 pounds on a consistent basis.
- 80% of work performed in daily operations include delivering energy products.
- Remainder of work load will include energy duties.
- Ability to work days, evenings and weekends, with or without prior notice.
- Requires exposure to high places, minor burns, cuts, bites or stings, contaminates.
- Requires sitting, standing, walking, bending, stooping, kneeling, climbing, pinching, grasping, reaching above and below shoulder and repetitive foot movements.
- Requires working in non-controlled environmental conditions, including indoors or outdoors and exposure to all weather conditions, including very hot (above 90 F degrees) or very cold (below 32 F degrees) temperatures.
- Includes exposure to smells, sounds and noise levels that are distracting or uncomfortable.
- Job tasks are performed in close physical proximity to other people, cramped work spaces and/or getting into awkward positions.