

MOUNTAIN VIEW CO-OP

JOB DESCRIPTION

Driver - Propane

JOB PURPOSE/SUMMARY

This position is responsible to plan, promote and deliver LP gas, equipment and related services in a manner that will optimize MVC's market share and net savings, improve efficiency and achieve outstanding customer service. This position is required to follow to all MVC's "On-Call" policies and procedures.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

Customer Service

- Safely delivering LP to customers as needed and/or scheduled
- Must ensure that MVC maintains a NO "out of gas" calls from customers
- Avoid damage to customers' buildings and property, use extreme caution when driving onto a customer's property
- Must maintain established methods of communications with MVC management as prescribed by MVC management
- Provide weekly feedback to supervisor

Administrative Responsibilities

- Continue Sales and Delivery protocol
- Reporting – Driver logs, trip reports, Invoices, and any other necessary paperwork as determined by regulatory agencies and MVC.
- Maintain established delivery routes and make recommendations for efficiency
- Knowledge of Pricing on LP and Services
- Use of Energy Force Handhelds Mandatory

Accounting Responsibilities

- Responsible for daily cash and checks received on delivery route
- Responsible for entering correct gallons and pricing in handheld
- Uphold company credit policy – Do not charge to customers on COD

Other Areas of Responsibility

- Assist in any other duties that may be assigned to meet business needs
- Use of company owned cell phone per company policy and procedures
- Uphold facility and equipment maintenance within MVC standards
- Comply with Safety and Regulatory Issues
- Cross train with Refined Fuels Department for RF Delivery
- Maintain CDL/Hazmat/Tanker/Air Brakes
- Will follow MVC's "On-call" policies and procedures.

QUALIFICATIONS/REQUIREMENTS

Minimum Education: High School Diploma
Maintain a valid CDL / Hazmat / Tanker / Air Brakes Endorsement at all times.

Minimum Experience: 2-5 years as an LP Driver or Equivalent

Knowledge/Skills/Abilities: Excellent Customer Service skills
Excellent Driving Record
Computer skills - Person will be trained on Energy Force handhelds
Organizational skills - Attention to detail
Interpersonal / communication skills
Business Math helpful
CDL / Hazmat / Tanker /Air Brakes – Training Available
CETP Training – Training Available
 1.0 Basic Principles and Practices
 2.0 Bobtail Delivery
Knowledge of DOT Regulations

Other qualifications: NFPA 54 and 58
Cenex Premium Diesel Training - RF

MENTAL AND PHYSICAL DEMANDS

Sitting	10%	Reaching	Frequent
Standing	20%	Manual Dexterity	Frequent
Driving	50%	Manual Labor	Frequent
Walking	10%	Telephone	Some
Kneeling	Some	Computer Screen	Frequent
Bending	Some	Lifting	50 lbs

Some standing and walking dragging hose. Driving for extended periods of time and sitting.
Must be able to lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel as classified.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Human Resources: _____ **Date:** _____