

# **MOUNTAIN VIEW CO-OP**

## **JOB DESCRIPTION**

### **Driver – Refined Fuels**

#### **JOB PURPOSE/SUMMARY**

This position is responsible to plan, promote and deliver Refined Fuels, 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**

##### **Administrative Responsibilities**

- Sales and Delivery
- Reporting – Maintain Driver logs, trip reports, Invoices, and any other necessary paperwork
- Maintain delivery routes and make recommendations
- Pricing –Know all pricing on RF Delivery 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

##### **Customer Service**

- Safely delivering RF to customers
- NO "out of gas" for schedule-fill customers
- Avoid damage to customers' buildings and property, use extreme caution when driving onto a customer's property.
- Provide weekly feedback to supervisor

##### **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
- Facility and equipment maintenance
- Safety and Compliance
- Cross train with Propane Department for LP Delivery
- Maintain CDL/Hazmat/Tanker/Air Brakes

**QUALIFICATIONS/REQUIREMENTS**

Minimum Education: High School Diploma

Minimum Experience: 2-5 years as a RF Driver or Equivalent

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

Other qualifications: NFPA 54 and 58 – LP  
Cenex Premium Diesel Training

**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 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:** \_\_\_\_\_