

Propane Delivery Driver

CLASSIFICATION: Full-Time

PURPOSE: To plan, promote and deliver LP gas, equipment and related services in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's vision and goals, and result in outstanding customer service.

ROLE RESPONSIBILITIES: The LP gas delivery driver responsibilities involve delivery, sales, service, safety and maintenance, reporting, and other duties as assigned by management.

The LP gas delivery driver will maintain a positive attitude that promotes teamwork within the cooperative and a favorable image of the cooperative.

Essential Duties & Responsibilities: may include, but not limited to, the following:

- Maintain a regular deliver schedule and sales to customers in a manner which will result in customer satisfaction.
- Notify supervisor of potential customer in your trade area.
- Notify supervisor of customers wanting to lease equipment and be available to assist with installation.
- Ensure no product problems result due to your delivery or services.
- Attend all product and service training sessions.
- Be aware of the cooperative's prices of product and services and review prior to daily deliveries.
- Lose no customers due to careless performance.
- Keep all customers supplied with product.
- Notify supervisor of competitive pricing as you are aware.
- Keep routes and degree days current and maximize gallons delivered per mile.
- Ensure no contracted customer has a need to call in for delivery.
- Review and understand all customer contracting options and prices and invoice customers accordingly.
- Notify supervisor and aid in resolving customer complaints promptly.
- Ensure no customer has improperly installed or inefficiently maintained equipment.
- Maintain delivery and service vehicles and equipment.
- Report any unsafe equipment or working conditions to your supervisor.
- Ensure customers are informed of safe product handling.
- Use extreme caution while driving in customer yards; drive slowly and watch for children, pets, animals, toys, flower beds, hedges, and lawns and avoid damage to customers' buildings and property.
- Observe OSHA, state, and federal safety regulations and follow all company and regulatory agency safety policies.
- Maintain a valid commercial driver's license.
- Perform daily vehicle walk around inspections, keep vehicle clean and follow regular vehicle maintenance schedules.

- Ensure all product deliveries and services are promptly and accurately invoiced.
- Ensure all cash receipts are turned in daily and are accurate.
- Uphold all UFC's policies and perform other duties as assigned by management.
- Understand UFC credit terms and do not charge to COD customers nor extend credit to customers who have not been approved by the credit manager.

QUALIFICATIONS:

- Valid CDL with Hazmat, Tanker & Airbrakes endorsements, and a good driving record.
- Maintains all required propane driver certifications.
- Demonstrate strong customer service skills.
- Proven self-starter with the ability to learn cooperative guidelines and vision for growth.
- Ability to work with software programs that interface with others for proper tracing of product.

POSITION OFFERS:

- Growing cooperative with excellent facilities and updated equipment.
- Competitive compensation with an excellent benefits package.
- Excellent retirement benefits package with pension plan.
- Training to enhance personal knowledge and job related skills.

Disclaimer: This job description indicates the general nature and minimum level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee. The employee may be asked to perform other duties to the successful performance of the job.