

**Monte Vista Cooperative
Job Description**

Job Title: Transport Driver
Department: Petroleum
Reports to: Petroleum Manager/Transport Manager
FLSA Status: Non-Exempt

Summary: Provide safe and efficient delivery of goods.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Responsible for providing polite, courteous and businesslike service to all customers.
- Responsible for receiving all fuel orders from the petroleum director by product, source and destination.
- Responsible for checking the tank and gauges for which fuel has been ordered and calculated if there is enough room for the load.
- Required to walk line to ensure proper valves are open/closed to direct product to its proper destination.
- Performs other duties as assigned by supervisor.

Supervisory Responsibilities: This position has not supervisory responsibilities.

Qualifications: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) or one to three months related experience and/or training or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situation to customers, clients and other employees of the organization.

Mathematical Skills: Ability to apply add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using of money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply commonsense understanding to carry out simple one or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Certificates, Licenses, Registrations: Valid driver license, CDL, Hazmat and AX minimum.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle objects, tools or controls. The employee is frequently required to reach with hands and arms. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer: This job description, indicates that the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.