



Job Title: *Refined Fuel Driver*

Department: *Energy*

Reports to: *Energy Director*

Status: *Full-time, Non-exempt*

Pay Range: \$21 - \$24/hour

Timeframe: *Accepting applications until 08/31/2026*

Summary:

The Refined Fuel Driver reports to the Energy Director and is responsible for providing safe and efficient delivery of fuel, oil, and other special-ordered products to specific drop-off locations. This role will require attention to detail and organizational skills as drivers will need to maintain accurate documents of the load they are transporting. Success in this role will require a positive attitude, great work ethic, organizational skills, and people skills!

Essential Duties and Responsibilities:

- Set up and establish routes to ensure timely delivery of fuels, oils, and other special ordered products without special trips
- Communicate with all accounts, know their needs, and relay this to management and department employees
- Keep a current route card on all accounts
- Provide quality customer service and build good relationships with customers
- Responsible for monitoring account credit status and taking an active role in fixing problems with accounts that have credit issues
- Follow all guidelines and regulations for hauling Product
- Work and communicate with others in the Energy department to ensure a smooth operation
- Keep work station and vehicles clean and in good working order
- Maintain truck in accordance with the maintenance policy
- Other duties as assigned

Skills:

- Great time management
- Attention to detail and accuracy
- Great communication skills
- Excellent driving skills

Education and/or Experience:

- High school diploma or general education degree (GED)
- One to three years of related experience and/or training
- Equivalent combination of education and experience

Certificates, Licenses, Registrations:

- CDL License, Class A or B with hazmat endorsement and Tanker
- Valid Driver's License

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 will exert up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to walk short distances and/or drive a vehicle to deliver and pick up materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually very loud.

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

I agree that I can perform the job described as stated above and am able to work in these conditions.

Signature _____

Date_____