



Job Title: *Propane Delivery Driver*

Department: *Energy*

Reports to: *Energy Director*

Status: *Full-time, Non-exempt*

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

Timeframe: *Accepting applications until 09/30/2026*

Summary:

The Propane Driver reports to the Energy Director and is responsible for the safe and efficient delivery of goods to established customer base. Drivers will assist with other routes as needed. Drivers are responsible for completing all assigned duties in accordance with company policies, and federal, state and local regulations. 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
- Geo Code tanks on Google Earth
- 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 problems
- Work and communicate with others in the department to ensure the smooth operation of the department and company
- Treat all monies and resources of the Coop as if they were yours
- Keep facility clean and in good working order
- Maintain truck in accordance with the maintenance policy
- Perform other duties as assigned by Supervisor
- Utilize routing system
- Leak check any system that had an interruption in service, i.e., out of gas, change of appliance, tenant change)
- Other duties as assigned

Skills:

- Strong customer service skills
- Great communication and organizational skills
- Familiarity with DOT laws and hazardous material
- Basic math skills and ability to perform such operations using units of money and weight measurement
- Attention to detail and accuracy

Education and/or Experience:

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

Certificates, Licenses, Registrations:

- CDL License, BX minimum
- Must complete C.E.T.P. for LP Gas and Refined Fuels Expert class for Refined Fuels
- 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 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 _____