Palmer Gas & Oil Job Description

Job Title: Equipment Operator/Delivery Driver
EEO Job Category: 3 – Technicians
Employment Classification: Non-exempt
Department: Tank Installation
Reports to:
Supervisor: Tank Installation Field Supervisor
Manager: Field Operations Manager
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Updated: May 17, 2023

WORK HOURS
Normal work schedule is M-F 7:00 am to 3:30 pm (Installation), or M-TH/T-F 6:30 am to 5 pm (Delivery) with a 1/2 hour lunch break. Employee will rotate between Installation and Delivery departments pending seasonal operational demands, dates TBD. Occasionally, during our busy seasons, additional hours may be required to meet our business needs pursuant to State and Federal guidelines.

SUMMARY
Operation of equipment for excavation and earth work. Drives propane or oil truck or other equipment as needed.

Performs the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for efficient communication, harmonious interaction and support of co-workers and management team members.

Required to wear company provided uniforms.

At the end of each job, call into dispatch to clear and confirm next job and refresh your tablet.

If additional work is needed at the customer's location, schedule a follow up note.

Always maintains and promotes company brand guidelines and core values (Friendly, Simple, Safe).

Equipment Operator/Labor Duties:

Maintains a Safe Driving Record.

Operate excavation equipment to meet the needs of PGO tank installation and service depart.

Perform routine recommended maintenance on excavation equipment and keeping all equipment clean and in good working order.

Must be able to manually dig in the ground and work in the outside environment as needed.

Responsible for following proper Digsafe procedures.

Operate line locating equipment as necessary.

Proficient in the use of electronic devices.

Performs other tasks and duties as assigned by the manager.

Assists in performing tasks of other personnel within the department as needed.

Delivery Driver Duties:

Drives truck safely and delivers petroleum products to customer's home or place of business in order to meet customers' requirements and company productivity goals.

Complies with company safety procedures and policies including safe transportation of hazardous materials.

Collects money from customers and records transactions.

Records detailed delivery information on route cards and fills out paperwork correctly.

Attends seminars, training classes and delivery meetings sponsored by the company.

Pays close attention to delivery instructions and carries out any specific requests by dispatch or on tickets.

Leaves yellow delivery slip at time of delivery with customer unless the bill to address is different, ticket requires special pricing or it states to specifically leave the slip.

Cleans inside and outside of truck on a routine basis.

Performs pre-trip inspection before each shift and as required by law as well as routine maintenance on truck.

Communicates with office to exchange information as needed.

Works overtime when needed, up to 60 hours (following DOT regulations) during the winter season (October – April)

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

SAFETY Working safely is a condition of employment. Employees are responsible for following all Palmer Gas & Oil safety policies and procedures, attending required safety meetings and training, and immediately correcting or reporting unsafe conditions.

Employees must immediately verbally report and photograph all vehicle crashes, injuries, or other incidents to their Manager. If the Manager is unavailable, the incident must be reported to the Safety Director, another Manager, or Human Resources.

Employees are expected to use all required personal protective equipment,
follow safe work practices, and perform only work for which they have been properly trained.

For employee safety and company fleet management, Palmer Gas & Oil has cameras installed in company vehicles.

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. Must be able to pass PERC Education Program (PEP).

LANGUAGE SKILLS Must speak fluent English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

COMPUTER SKILLS
Microsoft Outlook, Ability to learn our computer software. Use Google Drive and search the employee intranet. Must be able to use a computer tablet.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have CDL class A with Tank & Hazmat Endorsements
Must have and maintain a safe driving record
Must have a medical examiner's certificate
Must comply with DOT regulations.

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 stand, use hands; reach with hands and arms; pull a propane or oil hose, stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift, move and/or pull up to 100 pounds. Must also be able to get in and out of the truck using the 3-point system. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, moving mechanical part, extreme cold, snow/icy conditions and extreme heat. The noise level in the work environment is usually moderate.

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

Palmer Gas & Oil is a Drug Free Workplace. Must be able to pass a pre-employment drug screen and a criminal background check. Palmer Gas is an Equal Opportunity Employer.

Employee Acknowledgment:

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Employee's Printed Name

Employee’s Signature

Date

Manager’s Signature

Date