

JOB DESCRIPTION AND REQUIREMENTS

FULL-TIME SEASONAL DELIVERY REPRESENTATIVE

JOB SUMMARY: Delivers bulk propane and installs, removes, and maintains tanks, appliances, and propane systems. Also performs sales and collections including gathering sales leads, site surveys, new customer gas checks, and gas turn-ons, and disconnects.

JOB CLASSIFICATION: Full-time, Seasonal, Hourly Position.

SUPERVISION: Responsible to and under the direct supervision of the Operations and Sales Supervisor.

EDUCATION/EXPERIENCE: Minimum of a High School diploma/GED. Two (2) years work experience in a related position and an Associate of Applied Science Degree in Appliance Repair, Electronics, Business or similar discipline preferred.

GENERAL JOB REQUIREMENTS:

- (a) Shall be familiar with Company Bylaws, Policies, rules, regulations, and procedures.
- (b) Stays informed of general Company issues and attends related training classes.
- (c) Medic First Aid and CPR card and be proficient in their application preferred.
- (d) Must be familiar in the use of personal computers
- (e) Must demonstrate honesty, integrity, confidentiality, dependability, and flexibility along with initiative and motivation to organize and complete tasks and meet deadlines, acting independently and with minimum supervision and direction.
- (f) Shall perform duties and assignments, and conduct self in such a manner as to reflect credit on the Company and contribute to an increasingly better understanding and harmonious relations with the customer and general public.
- (g) A professional appearance is important along with excellent skills in human relations with the ability to work as a team member.
- (h) Must be physically able to sit at a computer desk using repetitive hand/arm motion and be able to perform strenuous tasks such as lifting, carrying, and hiking over rough terrain

while carrying equipment. Must be able to pull one to one and one-half inch bulk delivery hose and fittings from Company vehicle to customer tank (maximum 150 feet) 20 to 30 times per day by hand and occasionally lift up to 100 pounds.

- (i) A valid Class B Commercial Driver's License in accordance with the U.S. Dept. of Transportation regulations in their state of residency is required with the following endorsements: air brakes, hazardous materials, tanker. A Class A Commercial Driver's License is preferred.
- (j) Idaho Petroleum Fuel Dealers License preferred.

JOB DUTIES:

- (a) Loads and delivers LP gas via bobtail truck to Company's customers including residential and commercial accounts.
- (b) Prepares work orders, invoices, and reports of work performed and gas deliveries.
- (c) Accepts payments from customers and prepares receipts. Solicits payment of delinquent accounts as required.
- (d) Operates Company vehicle in a safe and efficient manner at all times.
- (e) Inspects Company vehicle daily and reports any problems according to established Company policies and Department of Transportation regulations.
- (f) Promotes use of LP gas by suggesting additional uses to customers and relating the quality, service and dependability of Company products and services.
- (g) Available for night, weekend, and holiday after-hours calls on a rotating basis.
- (h) Performs other duties as assigned.