

Olgoonik Corporation Job Description

Job Title: **Fuel Truck Driver**

Department: Fuel
Reports To: Fuel Station Manager
FLSA Status: Non-Exempt
Updated: July 2009

Summary: Drives tank truck to deliver gasoline, fuel oil, lubricating, oil, or liquefied petroleum gas to customers by performing the following duties.

Essential Duties and Responsibilities include the following.

Drives truck into position to load at filling rack.

Opens valves or starts pumps to fill tank. Reads gauges or meters and records quantity loaded.

Drives truck to customers premises.

Connects hose to tank and opens valves. Records amount delivered and issues ticket to customer. Attaches ground wire to truck.

Accomplishes necessary tasks stated in NSB Contract for fuel division.

Climb fuel storage tanks to take measurements of holding tank.

Other duties as assigned.

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.

Education and/or Experience:

Should have a high school diploma (or general education degree GED) or some formal related training beyond high school.

Must have some work experience and/or training sufficient to evidence a suitability for operating a tank truck in a safe and skillful manner.

Must be able to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers.

Must be able to print and speak simple sentences.

Must be able to add and subtract two digit numbers and to multiply and divide using units of American money and weight measurement, volume and distance.

Must be able to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

As a condition of employment, employee is required to have and maintain the following:

Commercial Divers License.

40 Hour Hazardous Waste Operations (HazWoper).

First Aid Card. (CPR Card preferred but not required).

COMPETENCIES - To perform the job successfully, an individual should demonstrate the following competencies:

Responds promptly to customer needs; Responds to requests for service and assistance.

Listens and gets clarification.

Treats people with respect.

Follows policies and procedures.

Exhibits sound and accurate judgment.

Uses time efficiently.

Demonstrates accuracy and thoroughness.

Meets productivity standards.

Observes safety and security procedures; Reports potentially unsafe conditions .

Adapts to changes in the work environment.

Is consistently at work and on time.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, climb, balance, talk, and hear. The employee is occasionally required to use hands to finger, handle or feel and stoop, kneel, crouch or crawl. The employee must occasionally 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 ability to adjust focus.

Work Environment: While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

LOCATION: Wainwright

PAY: DOE

APPLICATION PROCESS: Please send a completed application to:
Olgoonik Corporation
POBox 29
Wainwright, AK 99782
FAX: 907.763.2926
Email: dnashoalook@ain.olgoonik.com

Applications will be accepted until position is filled.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. NOTE: This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.