

# TOHONO O'ODHAM UTILITY AUTHORITY

## Position Description LP Truck Driver

Department: Propane  
Reports to: Manager of Water/ Wastewater & Propane  
FLSA Status: Nonexempt  
Location: Sells, AZ  
Shift: 8:00 AM – 4:30 PM  
Salary Level: 4  
Prepared by: Tohono O'odham Utility Authority  
Approved by: Mike Bethurem, General Manager  
Approved Date: 06/26/2019

### SUMMARY

Drives tank truck to deliver propane with capacity of more than three tons to customers by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, as well as other duties as assigned:

- Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, and water.
- Positions blocks and ties rope around items to secure cargo during transit.
- Loads and unloads truck.
- Drives truck to destination, safely delivers liquid propane gas and dispenses into the tanks as required.
- Collects payment for L.P. Gas delivered as required.
- Maintains truck log, according to state and federal regulations.
- Maintains daily log, according to state and federal regulations.
- Maintains telephone or radio contact with supervisor and propane commercial representative to receive delivery instructions.
- Other duties may include Water Department assignments including scheduled after hours' coverage.

### 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.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Required personal characteristics includes: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and ability to gain and maintain the respect of others.

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### **EDUCATION and/ or EXPERIENCE**

- High school diploma or General Education Degree (GED);
- Two years related experience and/ or training.

### **LANGUAGE SKILLS**

- 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.

### **MATHEMATICAL SKILLS**

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

### **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Requires a valid Arizona Driver's License, valid Arizona Commercial Driver's License with Hazmat designation preferred.
  - Applicant selected for this position that does not have a Commercial Driver's License with Hazmat designation will be required to attain an Arizona Commercial Driver's License with Hazmat designation within six (6) months of employment.

### **OTHER SKILLS AND ABILITIES**

- Prefer ability to converse in the Tohono O'odham language.
- Ability to operate specific equipment or tools.

### **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.

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- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; 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**

- 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 duty of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fume or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; and vibration.
- The noise level in the work environment is usually very loud.