

HURON BAY CO-OPERATIVE INC.

JOB DESCRIPTION

JOB TITLE: ENERGY DRIVER 1

REPORTS TO: BRANCH MANAGER

PURPOSE AND SUMMARY STATEMENT

The Energy Driver 1 position is generally filled by a seasonal driver in a part-time capacity or a driver working seasonally between two divisions. The Energy Driver 1 may also be filled by drivers in training. Under the direction of the Energy Manager, the Energy Driver 1 operates petroleum and propane trucks with single or tandem axle configuration for delivery and/or pick-up over designated routes, following specified time schedules. The Energy Driver may be cross-trained to drive propane and petroleum trucks. Responsible for the safe operation of an assigned motor vehicle; practicing non-aggressive defensive driving techniques in accordance with standards, regulations and laws pertaining to transportation. Class "AZ" or "DZ" driver's license required as well as obtaining a "Transportation of Dangerous Goods (TDG) certification" for transporting hazardous products or dangerous goods. The Energy Driver 1 works with little need for guidance or reliance on oral or written instructions.

SUPERVISION AND LEADERSHIP

- No responsibilities.

ESSENTIAL JOB FUNCTIONS

- Operates petroleum and/or propane trucks with tandem or multi-axle configuration for transporting hazardous materials in accordance with established safety standards for containment and proper vehicle operation techniques.
- Verifies the hazardous material product description, determines any discrepancies in the paperwork, and verifies proper placarding.
- Performs and records daily safety checks of assigned vehicle(s) and associated equipment by conducting pre-trip inspections such as checking fuel and oil levels, inspecting tires, lights, and brakes. Follows the preventative maintenance program and keeps truck clean to maintain professional appearance.
- Loads and unloads trucks by hand in a safe and efficient manner. When loading, ensures loads are evenly balanced and distributed, checks axle weights and ensures loads are in accordance with the Ministry of Transportation regulations.
- Ensures that all deliveries and pick-ups are made in accordance with time schedules and performs duties in a manner that promotes superior customer service and professionalism within the company and the industry.
- Ensures that all associated documentation, such as bills of lading, delivery slips and truck reports are completed accurately and returned to the branch location at the end of the day to ensure timely receiving, and payment of invoices
- Completes necessary paperwork, including keeping accurate logbooks, records of cargo, declining balance and any other assigned record-keeping duties on a daily basis.
- Assists in the maintenance of company assets specifically field equipment, trucks, bulk plants and card locks.



- Maintains proper personal image and care of company assets, including high maintenance and appearance standards of the assigned delivery unit.
- Responsible for the safe operation and maintenance of the delivery truck. Performs minor repairs, schedules regular maintenance as required. Obtains approval for repairs in excess of \$250.00.
- Assists in other areas as required.
- Working as part of the HBC team, ensures that customer service levels, employee relations and inter-branch relations are improved and promoted.

OTHER JOB FUNCTIONS

- Follow the Occupational Health and Safety Act (OHSA) regulations for employees: use or wear any equipment, protective devices or clothing required by the employer; report any known workplace hazard to the employer or supervisor; report any known contravention of the Act or regulations to the employer or supervisor; not use or operate any equipment or work in a way that may endanger any worker.
- Participate in HBC training which includes, but not limited to, the mandatory Ministry of Labour course, HBC Health & Safety Standards and Policies, and Accessibility Policies (AODA).
- Reports maintenance needs on tanks, trucks or equipment to the Energy Manager, Service Technician 2, or Energy Driver 2.
- Performs other duties as assigned.

REQUIREMENTS

- Normally requires a high school diploma or equivalent. Must be at least 21 years of age. A combination of experience and training to provide general knowledge and skills required to safely operate transportation equipment may be considered and documented.
- Must possess a valid driver's license, AZ or DZ preferred or the willingness to obtain.
- Must possess a driving abstract that indicates no responsible accidents during the past 12 months, no driver's license suspensions or criminal acts, and a maximum of 5 demerit points accumulated.
- Exemptions to the above requirements must be justified, documented, and approved.
- May be trained in several of the following of the following: PM3, CPPI (petroleum handling), Fuel Fire and Spills Response, ROT (propane handling), Propane Pump Attendant, Lifting Devices (forklift and crane) and Transportation of Dangerous Goods.
- Demonstrates safe driving techniques, with ability to operate a commercial motor vehicle safely and efficiently in adverse road, weather, and traffic conditions; demonstrated time management such as determining cost efficient routes, and time efficient scheduling of deliveries.
- Demonstrates ability to read maps, bills of lading, follow specific delivery directions and instructions, follow posted safety rules and safe operating procedures to ensure proper techniques are performed; write and make accurate entries on the daily truck report.
- Demonstrates basic math skills, such as the ability to add, subtract, multiply, and divide in all units of measure and understanding of basic computer skills as they relate to the position.
- Proven ability to work independently, and in a team-oriented environment.
- May support other divisions during peak seasons as required.
- May be required to work extended hours, particularly during peak seasons.



WORKING CONDITIONS

- Work will regularly be conducted outdoors or in a warehousing environment. Year around driving is part of the job. Driver can encounter all kinds of road, weather and traffic conditions and may load and unload freight in varying weather conditions at company or customer facilities.
- May be exposed to a moderate amount of climbing and working at heights.
- The Driver may be continuously exposed to dust, fumes and smells from gasoline, propane, diesel, fuel, and the results of intensive livestock production.
- CSA approved safety boots are mandatory safety attire. Other personal protective equipment may be required to be worn such as hard hats, coveralls, safety glasses, neoprene gloves, hearing protection, dust masks, respiratory equipment, hi-vis attire and on very rare occasions fall arrest equipment.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

