

Linn Cooperative Oil Company

Invites applications for the position of:

Propane Delivery & Sales

LOCATION: Newhall, IA

JOB TYPE: Full-time

DESCRIPTION:

Performs a wide range of duties including; propane sales & delivery, maintaining records, tank maintenance, and truck maintenance. Performs related work as required

The delivery territory is primarily Benton County, but includes surrounding counties.

Position Schedule:

Drivers are in charge of scheduling their own routes and completing the necessary tasks;

Nights and weekends will be required during peak seasons, such as fall drying season and the cold season

Seasonal Crop Production Schedule:

Monday – Friday 7:00 a.m – 4:00 p.m.

Overtime and weekends will be required based on weather and workload.

EXAMPLES OF ESSENTIAL DUTIES:

- Build & maintain professional working relationship with current & prospective customers. Market self & company with a positive and professional attitude;
- Loads, transports, delivers, and unloads propane to and from specified locations;
- Monitors the truck and notifies supervisor promptly of needed equipment, supplies, or routine maintenance;
- Prepares and maintains records in accordance with regulations and company procedures;
- Operates truck in accordance with DOT and safety procedures;
- Customer service in the form of supplying service information and answering inquiries when interaction with customers occurs;
- Inspection and tank maintenance; includes, leveling of tanks, regulator checks and replacement, performing pressure and leak checks;
- Assists in the crop production department during the off-season months – typically April, May and June, or as needed. The job will be determined based on skills and qualifications.

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to manage a delivery route and schedule required deliveries;
- Class A or B CDL license with air brake, hazmat, and tanker endorsements;
- Must pass a background check and drug and alcohol screen;
- Must have or obtain CETP (Certified Employee Training Program) Certification within the first three months of hire date;
- Ability to maintain positive relationships with customers;
- Ability to communicate effectively and maintain working relationships with other Coop employees, supervisory personnel and the public;
- Ability to understand and make work decisions in accordance with regulations, company policies and procedures;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Graduation from High School or GED;
- Maintain CETP certification – Every three years;
- Experience in a similar field preferred, but not required;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

SPECIAL CONDITIONS OF EMPLOYMENT:

- Heavy lifting requirements – Up to 50 pounds on a regular basis. On occasion it will be necessary to lift up to 100 pounds;
- Adverse working weather conditions, hot and cold;
- Personal Protective Equipment as required for the job will be provided;
- Knowledge of OSHA and DOT rules & regulations.

Applications/resumes may be emailed to:
hiringcommittee@linncoop.com

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