

# Linn Cooperative Oil Company

Invites applications for the position of:

## Refined Fuels Delivery & Sales

**LOCATION:** Marion, IA

**JOB TYPE:** Full-time

### **DESCRIPTION:**

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

The delivery territory; Utilizes the Walker Bulk Plant and services Northern Linn County, Southern Black Hawk & Buchanan & Western Jones County. May need to cover additional routes as needed to cover for other employees.

### 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; spring and fall.

### **EXAMPLES OF ESSENTIAL DUTIES:**

- Loads, secures, transports, delivers, and unloads refined fuels 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 – turns invoices in promptly;
- 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;
- Maintain positive relationship with customer base – build relationships with potential customers;
- Occasional tank maintenance; changing filters, pumps, hoses, etc;
- Deliver and invoice miscellaneous products such as oil, grease, parts, additives, etc.
- Maintain a system of records for customer information.

### **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;
- Knowledge of DOT and OSHA rules and regulations;
- 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 office rules, regulations, 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;
- 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:**

- Sit an average of 2-4 hours per workday.
- Stand an average of 2-3 hours per workday.
- Walk an average of 2-3 hours per workday.
- Climb – Rarely (1-2 times/day)
- Reach above shoulder level – Rarely (1-2 times/day)
- 31-50 lbs of weight carried – Frequently (5-24 times/hour)
- 31-50 lbs of weight lifted – Frequently (5-24 times/hour)
- Repetitive foot movement in both feet (i.e. operating foot controls) – Frequently (5-24 times/hour)
- Fine Dexterity – writing reports – Frequently (5-24 times/hour)
- Job requires being around moving machinery and driving a fuel truck.
- In and out of truck a lot – frequent climbing/squatting to get in and out.
- Adverse working weather conditions – hot and cold.
- Personal protective equipment as required for the job will be provided.

---

Applications/resumes may be emailed to:  
[troehlk@linncoop.com](mailto:troehlk@linncoop.com)

Position: Refined Fuels Delivery & Sales  
 Location: Marion

OR

Dropped off at our office;  
 3544 3<sup>rd</sup> Avenue  
 Marion, IA 52302  
 319-377-4881

