

**General Distributing Company
Job Description**

Title: GF Route Driver w/Plant Support Incumbent:

Reports To: Sean Kelley - Great Falls Branch Manager: _____

Plant Oversight: Dan Hand – Plant Manager: _____

Approved By: Glenn Bliss – President: _____

Incumbent Sign-Off: _____

Date Assigned: _____

OBJECTIVE:

Assume the Hi-Line and Stock-Point Route in Great Falls Delivering Gas, Medical Liquids, Hardgoods, filling Beverage CO2 and Liquid Oxygen; delivering excellent customer service. Delivering Bulk O2 & CO2 on a needed basis. Participate in plant operations including; but not limited to: high- and low-pressure cylinder filling and liquid vessel filling of industrial and medical gases. Compliance with all federal regulations including FDA, DOT, and OSHA.

Insure the correct, timely and safe delivery of gas, liquids and welding related products to customer/branch locations.

RESPONSIBILITIES:

The essential functions of the position include but are not limited to the following:

1. Efficiently, safely complete GF Hi-line and Stock Point route, delivering gas, liquids, hard goods and exceptional customer service.
2. According to company policy, filling of high- and low-pressure cylinders, and liquid vessels, both industrial and medical.
3. Assist with the orderly product loading of vehicles, which insures the efficient use of time and scheduling of delivery routes.
4. Deliver liquid O2 and CO2 to customers on a as needed basis
5. Complete routine and/or scheduled pick-up and unloading of cylinder product empties from customers/branches.
6. Maintain the proper cleanliness of assigned vehicles and carefully complete pre and post-trip vehicle inspections.
7. Complete and maintain accurate and legible logs and reports concerning deliveries and vehicle inspections when appropriate.
8. Follow all company safety guidelines in conjunction or in addition to all government mandated safety rules and regulations.
9. Attend monthly safety meetings, plant and driver meetings as scheduled.

10. Assist with such other duties or responsibilities as may be assigned or required to insure maximum distribution and operations effectiveness and profitability.
11. Participate in the On-Call rotation for the Great Falls location.

REPORTS PREPARED:

1. Truck load manifest
2. Pumpers, calibration, and full cylinders logs as required by FDA
3. Inspection logs for truck

INTERFACE:

Internal: Must effectively interface at all levels within the organization and particularly with branch staff and customer service.

External: Must maintain positive interface with the customer and DOT representatives.

QUALIFICATIONS:

Experience: Preferably some driving experience, customer service, plant work.

SPECIAL REQUIREMENTS:

1. Possess appropriate and current CDL driver's license with necessary endorsements; history of safe driving as exhibited by state MVR reports.
2. Must submit to all required DOT testing, including random drug testing, and DOT required physical.
3. Must be mentally adaptable and flexible in dealing with a variety of people. Can be called upon to handle difficult situations.
4. Capable of completing basic mathematical calculations and entering correct information on logs and other reports.
5. Ability to effectively plan and organize truck loads and delivery schedules.
6. Vision correctable to within normal range for vehicle driving and completion of reports.
7. Able to move or lift products and materials of varied sizes and weights, sometimes in excess of 300 pounds.
8. Capable of working in diverse and often times unpleasant weather and working conditions.
9. Position requires prolonged sitting, some bending, stooping, and climbing.

EQUIPMENT UTILIZED:

1. Over-the-road delivery trucks and possibly trailers
2. Forklift
3. Hand Cart
4. Various Hand Tools

NOTE: General Distributing has the right to change or add the duties of the position at any time.