

**General Distributing Company  
Job Description**

**Plant Laborer/Backup Driver**

Incumbent: \_\_\_\_\_ Signature: \_\_\_\_\_

Reports To: Dan Hand, Plant Manager      Signature: \_\_\_\_\_

Approved By: \_\_\_\_\_ President      Date Assigned:

**OBJECTIVE:**

Participate in fill-plant operations in both the industrial and medical plants. Duties 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 and welding related products to customer/branch locations.

**RESPONSIBILITIES:**

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

1. According to company policy, filling of high and low pressure and liquid cylinders, both industrial and medical. Majority of time will be in the industrial fill plant, but occasional rotation into the medical plant may be required.
2. Assist with the orderly loading of the delivery vehicles
3. Accurate and timely completion of all regulatory required forms.
4. Follow all company safety guidelines in conjunction or in addition to all government mandated safety rules and regulations.
5. Attend monthly safety and plant meetings as scheduled.
6. Assist with such other duties or responsibilities as may be assigned or required to insure maximum distribution and operations effectiveness and profitability.

**REPORTS PREPARED:**

1. Truck load manifest
2. Pumps, calibration, and full cylinders logs as required by FDA.
3. Deliver products to customers/branches while abiding by load safety, DOT and general safe driving guidelines.
4. Complete routine- scheduled pick-up and unloading of cylinder product empties from customers/branches.
5. Maintain the proper cleanliness of assigned vehicles and carefully complete pre and post-trip vehicle inspections.
6. Complete and maintain accurate and legible logs and reports concerning deliveries and vehicle inspections when appropriate.

7. Follow all company safety guidelines in conjunction or in addition to all government mandated safety rules and regulations.
8. Attend monthly safety meetings, plant and driver meetings as scheduled.
9. Assist with such other duties or responsibilities as may be assigned or required to insure maximum distribution and operations effectiveness and profitability.

### **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 customers and any external compliance representatives.

### **QUALIFICATIONS:**

Experience: Previous related industry experience preferred but not required. CDL-B w/HazMat preferred but not required for hire.

### **SPECIAL REQUIREMENTS:**

1. Must be mentally adaptable and flexible in dealing with a variety of people. Can be called upon to handle difficult situations.
2. Capable of completing basic mathematical calculations and entering correct information on logs and other reports.
3. Ability to effectively plan and organize truckloads.
4. Vision correctable to within normal range for vehicle driving and completion of reports.
5. Able to move or lift products and materials of varied sizes and weights, sometimes in excess of 300 pounds.
6. Capable of working in diverse and often times unpleasant weather and working conditions.
7. Position requires sitting, some bending, stooping, and climbing.
8. Commercial Drivers License (B) with Hazmat Endorsement
9. Occasional overnight travel may be required.

### **EQUIPMENT UTILIZED:**

1. Forklift
2. Company Vehicles
3. Analytical Equipment
4. Various hand Tools
5. Office Equipment, computer and fax

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