



Position: Truck Driver (Bulk Oil)
Department: Aftermarket - Trucking
Reports To: Trucking Manager/Dispatcher
Supervises: N/A
Job Group: Operatives
Exempt or Non-Exempt: Non-Exempt

Job Description:

This individual will operate vehicles to pick up and deliver bulk fluids, parts, and supplies for the assigned store locations. This individual will be required to obtain and maintain a Class "A" Commercial Driver's License (CDL) and current health card.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Follow all instructions for pick-up, transport and delivery of bulk oils, diesel exhaust fluid (DEF), packaged oil and occasionally parts from a central location to customers and/or store locations in the assigned area.
- Assist with packaging oil.
- Account for all distance traveled in performing assigned duties.
- Proactively communicate delivery times and possible delivery delays to your manager, customers and store locations.
- Keep records of pickup and deliveries and obtain necessary signatures and receipts as requested by supervisors (and may be necessary to complete accounting documentation for parts).
- Maintain vehicle in a safe operating condition. Advise supervisor or manager of necessary repairs.
- Prepare all reports and forms required in conjunction with work assignments.
- Maintain product knowledge on all bulk fluids sold within the dealership's area of responsibility.
- Promote and explain the bulk fluid program and applicable products to customers during deliveries.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.

- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Class “A” Commercial Driver’s License (CDL) and current health card
- Must be able to drive/operate a manual transmission.
- Knowledge of loading and unloading procedures for the safe transportation of bulk oils preferred.
- Strong customer service skills
- Computer skills
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting			X	
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)			X	
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)			X	
Twisting (waist)			X	
Hand Use: Dominant Hand Right ___ Left ___				
Is repetitive use of hand required?			X	
Simple Grasping			X	
Power Grasping		X		
Fine Manipulation			X	
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.				X
11-25 lbs.		X		
26-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs.	X			
Carrying:				
0-10 lbs.				X

11-25 lbs.		X		
26-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?				X