

	<b>Form</b> <b>Job Description Template</b>		<b>Author:</b> D. Brannan
			<b>Responsibility:</b> Sr. Manager
<b>FRM.1010</b>	<b>Revision: 0</b>	<b>Date: 1.5.17</b>	<b>Approval:</b> Sr. Manager

<b>Job title</b>	<i>Driver</i>
<b>Reports to</b>	<i>General Manager, Restaurant Division</i>

### Job purpose

Drivers use vacuum trucks to service establishments for the collection of used cooking oil or grease trap material in a safe and timely manner while being compliant with company regulations and DOT requirements. This job is an integral part of New Leaf's overall process, supplying the oil needed for biodiesel production.

### Duties and responsibilities

#### Road Duties

- Fulfill route tasks, including any additional call-ins throughout the day that might be added to the workload, and complete route sheets daily.
- Pump and transport liquid material (used cooking oil or grease trap water) from job sites to New Leaf Biofuel in a safe and timely manner.
- Provide excellent customer service throughout the workday by maintaining a friendly, helpful demeanor with all current and prospective customers.
- Communicate with the office to gain guidance for route adjustments, changes and emergencies.

#### Safety & Maintenance

- Perform duties safely using proper equipment, methods and gear.
- Understand DOT regulations pertaining to roadways, vehicles and personnel.
- Take ownership of tasks such as cleaning, reporting, and maintaining equipment and vehicles.
- Understand all procedures for potential environmental hazards and report/contain any spills or other hazards in a timely manner.
- Adhere to all New Leaf Biofuel yard procedures and OSHA safety regulations.
- Exemplify New Leaf's core values at all times while on the job.

### Qualifications

- CDL A or B with tanker endorsement
- Understanding of DOT regulations, including filling out DVIR reports
- General knowledge of San Diego roadways
- Ability to use smartphone, email, text messages
- Ability to read a map book
- Mechanically inclined
- Fluency in English; bilingual a plus
- Ability to understand basic math, use charts & ruler to determine oil levels, notate gallons
- Good time management skills
- Must be able to pass DOT required physical and drug screen
- Must be able to work independently and be a team player



**Working conditions**

- Must be able to work outdoors in inclement weather.
- Must be willing to work graveyard shifts, early morning shifts, cover for absences, and have an overall flexible work schedule.

**Physical requirements**

- Position requires the ability to lift/pull hoses from 10-50 lbs.
- Ability to push and pull containers (wheeled) from 50-400 lbs.
- Position involves twisting, turning, pushing, and kneeling for time periods between ten minutes and one hour.
- Must be able to work equipment such as a dolly, ratchet tie-downs, etc.

**Direct reports**

N/A

<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>

*Ideally, a job description should be reviewed annually and updated as often as necessary.*

**Revision History**

Rev.	Effective Date	Sections	Summary	Author	Authority
0		All	Initial Release		