



Job Title	<i>Commercial Driver</i>	Job Type	<i>Full-time, Non-Exempt</i>
Reports To	<i>Director of Restaurant Services, Grease Trap Operations & Fleet Manager</i>	Prepared	<i>March 25, 2021</i>

About New Leaf Biofuel

We are committed to San Diego. New Leaf is an established, family-owned business that has been operating in San Diego for more than a decade. We collect used cooking oil from local restaurants and sell the high-quality biodiesel we produce from it into the San Diego market. By reducing carbon emissions and improving the air quality in our community, we help lower asthma and cancer rates locally and help preserve our beautiful San Diego skyline. By using cleaner fuel, our children and grandchildren will get to experience clean, fresh air.

Employees that feel at home at New Leaf value hard work and enjoy taking ownership of their role. They like working in our friendly, open, and honest culture and have a passion for making our community safer and healthier for generations to come.

We do not take noncompliance for an answer. At New Leaf, we are committed to the highest standards of personnel safety and environmental protection. Through rigorous adherence to programs like IIPP, Process Safety Management, and Hazard Communication, New Leaf puts our employees' safety ahead of profits.

About the Position

Commercial 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.
- Always exemplify New Leaf's core values while on the job.

Administrative

- Check emails, respond to other company employees
- Completes 15fives, one on ones, quarterly, and yearly reviews



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, tablets, email, text messages
- Ability to read a map book
- Mechanically inclined
- Fluency in English; bilingual a plus
- Ability to understand basic math, use charts and 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.
- Must be willing to practice social distancing, wearing masks, and follows the CDC Guidelines. We also have an extensive company policy regarding COVID-19.

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.

Compensation

The target salary for this role is **XXXX**, depending on experience. Benefits include 100% health insurance coverage for employees, dental, a 401k savings plan, and bonus potential. In addition, we love to foster a sense of community through company-sponsored events like baseball games, picnics, and other team-building events.

To Apply

To apply for this position, please send your resume to careers@newleafbiofuel.com with the email subject line: Commercial Driver-YOUR NAME. No phone calls, please.

New Leaf Biofuel is an equal opportunity employer, and all qualified candidates are encouraged to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity, expression, age, religion, national origin, citizen status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.