

## Encore Oils LLC

### Driver

<b>MISSION:</b> Be the leading cooking oil collection service & grease trap service in Oregon, Washington & Idaho by volume collected.	
<b>POSITION GOALS:</b> Drive daily collection routes, perform grease trap cleanings, drum and bin inventory management with drop off and pick up, bin cleaning and direct customer service.	
% of time	
100%	<p><b>Cooking Oil Collection Route/Grease Trap Cleaning Driver:</b> The primary responsibility of our drivers is to complete cooking oil collection routes &amp; perform grease trap cleanings. This includes but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• Follow all rules of the road set by the Dept of Transportation</li> <li>• Drive commercial trucks with a vacuum pump and collect recycled cooking oil</li> <li>• Facilitate and ensure meeting target volumes of cooking oil collection</li> <li>• Perform grease trap cleanings by pumping, pressure washing, &amp; scraping interior of traps</li> <li>• Meet &amp; discuss service needs with city inspectors &amp; location contacts in a professional manner &amp; return feedback to management/dispatch</li> <li>• Fill out driver logs, collection logs, shipping manifests, pumping reports and any record of pertinent information for dispatch</li> <li>• Communicate with management &amp; dispatch to respond to the daily needs of the business</li> <li>• Bin and drum inventory maintenance, storage and cleanliness of bins and drums in the yard and out in the field</li> <li>• Performing quality control measures in the field to ensure customers take good care of oil</li> <li>• Pick up and drop off of drums and bins around Oregon, Washington, Idaho</li> <li>• Direct sales and customer service interface</li> <li>• Perform all work with high professional standards with priority of keeping safety of yourself, co-workers, and the business</li> <li>• Travel out of town overnight 1-2 nights at least once a month</li> </ul>

### Qualifications.

#### **Experience and ability:**

- 3+ years commercial driving experience
- General knowledge of cooking oil/grease trap business
- Experience in fluid management
- Class A Oregon or Washington Drivers license with clean driving record

#### **A successful candidate will have:**

- Passion for Biofuels and sustainability
- Proven ability to work as a motivated self starter
- Ability to work as part of a team; good interpersonal and problem solving skills; customer service oriented; organized and responsive;
- Good oral and written communication skills.
- General mathematical skills
- Skills with MS applications such as excel, word, ppt, visio etc.
- Current medical card

### **PHYSICAL DEMANDS:**

- 1 Sit: Sits during long car rides over region
- 2 Stand: Stands while pumping oil and bin and drum management
- 3 Climb: Climbs stairs and ladders from 5' to 10'.
- 4 Walk: Walks approximately 1 mile a day.
- 5 Lift/Carry/Roll: Lifts and carries and rolls 75-pound bins and drums plus on and off truck and

- 6 trailer for placement and pickup and final locations and operation of hoses on vacuum truck.
- 6 Push/Pull: Dragging hoses from vac truck, and fuel trucks.
- 7 Bends/Twist: Bends and twist while carrying 75-pound drums and loading and offloading truck.
- 8 Use of Upper Extremities: During all maintenance and operational duties.
- 9 Use of Lower Extremities: During all maintenance and operational duties

**WORK ENVIRONMENT:**

- 1. Ability to work for long period outdoors in ambient temperature and precipitation extremes typical of Oregon and Washington climate.
- 2. Ability to wear protective equipment on the head, face, hands, and feet, including a welding helmet, in accordance with safety requirements.
- 3. Ability to work in varying noise levels and to wear hearing protection as required.

**WORK SCHEDULE:**

**This is an hourly position and ability to work 30-40 hours per week, weekends and overtime as needed.**

***I acknowledge that I have read, understand and agree to comply with the essential functions of this position.***

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Employee's Signature

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Date

*The above information on this Job Description indicates the general nature and level of work performed by an employee in this classification. Management has the right to add, to revise, or delete information as required. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*

Driver Questionnaire:

1. How many years of truck driving experience do you have? What type of trucks do you have experience driving? Do you have experience pulling multiple types of trailers?

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2. Tell us about your experience doing route driving. I.e: number of stops, getting in and out of truck, what were you delivering/picking up?

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3. Tell us about an experience you had to deal with regarding a safety issue that was truck or jobsite related. What steps did you take?

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4. Can you work evenings, weekends, or overnight 1-2 days a month? Please identify any special needs for time or days off.

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5. Do you have a valid CDL & Medical Card? If so, what endorsements do you have?

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