



Job Description

Level Non-scaled	Working Title Professional Driver	Supervisor's Working Title Operations Manager, Distribution
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Department Petrohaul	Division Supply and Distribution
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PURPOSE: A brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

Operates tractor-trailer units in a safe and professional manner to pickup fuel products at various loading terminals and deliver to our customers through out Western Canada. Observes and follows applicable provincial, state, territory and city speed and safety rules and regulations. Helps provide customer service through out the Parkland network. Follows all company safety policies as set out in handbook. Shift work may apply.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different **responsibilities** and **end results**. Each end result shows what the job is accountable for, within what framework and what the added value is.

1. Presents him/herself at start of shift, on time and dressed in company issued uniform, obtains load information and any required equipment that may be needed to perform the assigned task.
2. Completes unit pre-trip and post-trip by walking around unit to observe any visual defects and checks operating systems-brakes, horn, windshield and wipers, lights, 1st aid kit, flares, fire extinguishers, hoses, fittings, checks fluid levels and tires as per governing provincial and/or federal regulations.
3. He/she is a responsible individual, capable of working unsupervised while on his/her trip. Maintains contact with dispatch via GPS (Global Positioning System) in unit.
4. Records fuel used and kilometers traveled on trip envelope as per governing regulations.
5. He/she is a professional, safe, defensive driver capable of operating at any time under varying weather, road and traffic conditions.
6. Conducts timely on-route inspections in compliance with regulations.
7. Complies with hours of service legislation by completing logbook at every change of duty status and keeps dispatch informed of hours of service available in any given time frame.
8. Complies with Canadian Petroleum Products Institute (CPPI) regulations when handling controlled products.
9. Wears appropriate personal protective equipment when and where it is required. He/she cares for all protective equipment in his/her charge, ensuring defective items are returned for immediate replacement.
10. Reduces mechanical delays and costly maintenance through early identification and reporting unit defects allowing a scheduled preventative approach to maintenance and the reduction of on highway breakdowns.
11. Completes the administrative functions required and submits his/her paperwork immediately following the trip.
12. Improves the company image by conducting him/herself and operating equipment in a safe, professional, courteous, cost and time efficient manner.
13. Builds a rapport between the company and the customer through professional on time and incident free deliveries.
14. Reports any vehicle accidents, property damage and incidents immediately to dispatch then follows instructions provided, representing the companies interest and minimizing the risk at the scene until assistance is provided.
15. Reports any traffic violations immediately upon completion of trip.
16. Although working unsupervised you will be expected to be flexible with, and work closely with dispatch to promote a positive team environment.
17. Report deficiencies via the TQM identifier.

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Additional Responsibilities:

1. Undertakes such duties as putting tire chains on that in his/her judgment may be required to effect the safe transportation and delivery of the equipment and load.
2. May be assigned to a different unit as required to effectively handle customer requirements.
3. May be required from time to time to do on site inspections at service stations.
4. May be required to wash unit after completion of his/her shift.
5. Perform other related duties and responsibilities as required.
6. If on a set shift schedule you may be required from time to time to work extra shifts as required by dispatch to help out because of extra work or driver shortages.
7. Be available to ride along with field observations for enhancement of and improvement of product handling.

SCOPE: Specific information that illustrates what **internal or external areas the job impacts**, and the diversity, complexity, and creativity of the job.

Works independently to ensure that loads dispatched are safely delivered on time while observing all provincial, state and city speed and safety regulations/policies and our customer service expectations.

CONTACTS: The **main contacts** of this position and the **purpose** of those contacts.

Dispatchers, Parkland Customers, team members, safety committee and management to provide feedback and to ensure the safe, efficient and timely delivery of Parkland's products to their customers.

KNOWLEDGE, SKILLS & ABILITIES: A list of the most important **knowledge** factors, **skills** and **abilities** including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others, including but not limited to diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Minimum of 2 years tractor-trailer experience, clean Class 1 license. Good communication skills. Friendly, customer oriented personality. Must pass company medical, drug & alcohol screening. Be able to work independently in varying weather conditions; be able to work different shift schedules. Physically able to sit for long periods of time and lift or carry hoses and fittings as required.

DIMENSIONS: Please provide figures which indicate the **overall size** of the **unit (or function)** in the organization which **your job affects**. Exact figures are not important; budget figures or reasonable estimates will do. Examples:

- What are the total **annual salaries and wages** for your staff?
- What are the **annual operating costs (excluding salaries and wages)** for your area of accountability?

N/A

ORGANIZATION: Working titles of positions reporting directly to this position. **See Organization Chart.**

No direct reports

SIGNATURES:	
Supervisor:	
_____	_____
Print Name	Signature
Incumbent:	
_____	_____
Print Name	Signature