

City of Dallas
Classification Specification

Title:	Fuel Transport Operator	Class Code:	66217
Application:	Career Series	Pay Grade:	E
Supplemental/Code:	Service Maintenance/8	Established:	10/01/94
FLSA Status:	Non Exempt	Revised:	01/01/09

Position Purpose

Delivers fuel and other materials to various City locations in a safe and timely manner to maintain an adequate fuel supply.

Essential Functions

1. Operates fuel tanker to transport fuel to various City of Dallas departments (i.e., Aviation, Streets and Sanitation, Fire, Park and Recreation, and Water) in a safe and timely manner.
2. Loads and unloads transported materials onto fuel trucks and drives to and from customer locations in compliance with safety regulations.
3. Maintains accurate records detailing the type and amount of fuel or other material delivered to provide customer departments with an accurate delivery record and ensure that accurate inventory records are maintained.
4. Writes and files daily reports, and maintains a record of the times and products delivered to keep the supervisor informed of the activities performed.
5. Performs routine truck preventive maintenance by keeping the vehicle clean, checking fuel lines, conducting simple fuel tests, and checking for any equipment leaks to ensure the safe delivery of the product.
6. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Knowledge of traffic laws, safety regulations, and potential dangers of the fuels being hauled.
Knowledge of simple arithmetic (i.e., addition, subtraction, multiplication, division, formulas, weights and measures).
Knowledge of basic techniques on loading and unloading procedures.
Ability to establish effective working relationships with other employees and customers.
Ability to operate fuel transport equipment (i.e., bob-tail truck, dispensing nozzle, valves, pipe wrench, pumps, etc.)
Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.
Requires Class "A" Commercial Driver's License with endorsement "H" (Hazardous Waste) and endorsement "N" (Tank Vehicle).

Working Conditions and Hazards

Requires daily physical activities such as walking, bending, kneeling, twisting, lifting, pulling, etc.
Exposed to explosive materials, hazardous chemicals, dangerous fumes, and toxic wastes.
Exposed to inclement weather conditions and traffic hazards.
Subject to sloping, slippery, or unstable surfaces and uneven terrain.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.