



## **AGRI TRAILS COOP JOB POSTING – Internal & External**

**FROM: Darel Anderson**

**DATE: 8/4/2025**

**RE: OPEN POSITION – Fuel Truck Driver/Station Attendant**

**REPORTS TO: Tim Svoboda, Location Manager, Durham Station**

**Summary** This position is responsible for driving the fuel truck loaded with product to producers in a manner that maintains or improves customer relationships for the fuel department, along with providing assistance to the service station when needed

### **Essential Duties and Responsibilities**

- Sells and delivers refined fuels, oil, grease and petroleum products to coop customers.
- Responds to calls for service on farm refined fuels, equipment, tanks, pumps, etc..
- Presents a professional, positive image to customers and co-workers at all times.
- Accurately completes sales tickets for sales and services performed.
- Administers credit within the established coop credit policy.
- Assists in performing monthly inventories of refined fuels and other products as directed by the Location Manager/Fuel Manager.
- Keeps up to date on government regulations concerning the handling and sale of all refined fuel products handled at this coop.
- Maintains records and prepares reports on all refined fuel deliveries as directed by the Location Manager / Fuel Manager.
- Maintains fuel truck in excellent working condition and appearance.
- Provides sales and service support to the Station's operations including vehicle & tire services, fuel, and other offered services.
- Resolved customer complaints or brings unresolved issues to the Location Manager / Fuel Manager.
- Completes all required documentation and paperwork.
- Regularly assists with all duties in the service station, as well as housekeeping duties.
- Attends safety and job skills training as requested by management.
- Follows ATC safety practices in the performance of job duties.
- Performs all other duties assigned by Location Manager.

### **Required Education and Experience**

- High School diploma or General Education Degree (GED).
- 3 months related experience
- Class A CDL
- Tanker/HazMat Endorsement (or willingness to get)
- Clean Driving Record

*\*Equivalent Combination of education/experience will be considered.*

**If you are interested in applying for this position, options include:**

- E-mail your resume to [lsutton@agritrails.com](mailto:lsutton@agritrails.com)
- Stop by Durham Station for an application

**If you have any questions, please call Lisa at 785-366-7213.**