



TIKIGAQ Corporation
Office of Human Resources
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FUEL TRUCK DRIVER	
Approved Date: Jan 2021	
Job Code:	FLSA : Non Exempt

JOB SUMMARY: Under general supervision, loads, unloads and safely drives fuel trucks. Conducts vehicle and load inspections, ensuring loads are secure and all regulations are met.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Loads heavy equipment onto lowboy for transportation, including proper cargo securement and binding. Tarps, chains, and straps own load. Ensures the load is clean and secure prior to transporting.

Safely operates commercial motor vehicles; hauling fuel to different locations.

Conducts pre-trip and post- trip vehicle inspections

Ensures the transported equipment complies with DOT regulations

Performs routine maintenance on equipment and motorized vehicles to ensure proper working condition. Assures security alarms, fire/smoke alarms, and carbon monoxide detectors are operational. Forwards damaged or expired items to appropriate personnel.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS

- Knowledge of general construction practices
- Knowledge of construction safety programs and Behavior Based Safety
- Knowledge of safety precautions when operating motorized vehicles, equipment and hand tools
- Knowledge of safety procedures for proper storage, handling and shipment of construction materials
- Knowledge of the methods and procedures for unloading, loading and packaging materials and equipment

- Skill in operating motorized vehicles, equipment, and hand tools
- Skill in building pallet loads according to transportation method used in shipment of materials and equipment
- Skill in using analytical and research skills to define and solve problems
- Skill in establishing and maintaining cooperative working relationships with others

MINIMUM EDUCATION QUALIFICATION

High school diploma or GED equivalent.

ADDITIONAL REQUIREMENTS

Must be 18 years of age or older. Must be able to obtain an Off-Highway Commercial Driver License (CDL) with a clean driving record.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 70 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Tikigaq Corporation is an Equal Employment Opportunity employer. In furtherance of the purpose of the Alaska Native Claims Settlement Act 43 U.S.C. Sec. 1601 et seq. and consistent with the Indian Self-Determination and Education Assistance Act 25 U.S.C. Sec. 450 et. seq. and federal contractual requirements, Tikigaq may legally grant certain preferences in employment opportunities to Tikigaq Shareholders, Alaska Natives, Alaska Residents, American Indians, and Veterans.