**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.**