

# HARVEY'S



## **EMPLOYMENT OPPORTUNITY – PROPANE TRUCK DRIVER**

### **THE COMPANY**

Harvey's Oil Ltd. (Harvey's) has been an industry leader in providing reliable home heating services for generations. Currently employing more than 50 people, their current service offerings include home heating, industrial lubricant and diesel delivery services to roughly 7,000 customers in the Greater St. John's area and island wide. In response to changing customer dynamics, the company recently expanded into offering heat pumps, mini-splits and propane delivery. The company is continuing to grow and maintains a strong focus on innovation and the adoption of new technology and is committed to offering quality local customer service. Harvey's Oil Ltd. is a joint venture partnership between A. Harvey & Co Ltd. and Petro Canada.

We are now entering the Propane product equipment and delivery category.

### **EMPLOYEE OFFERINGS**

When becoming an employee with A. Harvey Group of Companies some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 12 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Statutory and other provincial holidays totaling 15 paid days per calendar year
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starting at 3 weeks

### **THE ROLE**

Harvey's Oil Ltd. (Harvey's) has an opening for the position of a full-time, permanent Propane Truck Driver located in the St. John's Metro Area. Specific responsibilities of this role include but are not limited to the following:

- Load required product (Propane) into fuel truck adhering to all safety policies & procedures
- Operate fuel truck (single axle, dual axel & bobtail) safely and efficiently while representing the company in a professional manner
- Plan daily route using knowledge of geography, routes, timing, streets etc.
- Maintain a strong working relationship with dispatch to adjust and manage plans to build efficiencies into route and delivery orders
- Follow delivery procedures at customer sites

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- Deliver product to our client base in a timely fashion within a designated area
- Use a handheld computer device to monitor the flow of fuel being input & disposed from the truck
- Maintain accurate processes and paperwork to ensure proper workflow and billing information (Manage bill of sales, declining balance, tickets, etc.)
- Accurately complete both regulatory and companies required documentation (TDG Shipping Documents, Bill of Lading, Driver Logbook, Declining Balance Log, Hours of Service)
- Work safely, following Federal and Provincial Regulations, Standards & Codes including Harvey's Oil Ltd. policies and procedures
- Take precautions to prevent incidents that could cause human injury, property damage or a spill resulting in environmental contamination
- Observe and assess potential hazards involving customer tank installations and report concerns to the Safety Specialist
- Conduct daily vehicle inspections and reports any problems according to established company policies and provincial Regulations
- Completion of pre and post trip inspections
- Ensures vehicle is maintained and required preventive maintenance is carried out

## THE CANDIDATE

The ideal candidate will have the following:

- Completion of a Secondary School
- 2-3 years professional driving experience with a **valid Class 3 drivers license with airbrakes**. Experience delivering propane or fuel is an asset
- Be able to provide a clean driver's abstract and code of conduct
- Be able to successfully pass random drug & alcohol testing
- Work under minimal supervision, independently or as a part of a team
- Be comfortable with onboard computer technology
- TDG/WHMIS/CPPI certifications are required
- Propane delivery requirements: TDG – Propane Specific & Bulk Truck Delivery certified is required
- Must have the ability to deal effectively with customers in a courteous, positive, and effective manner
- Must have the ability to work efficiently under pressure
- Excellent verbal communication and listening skills.
- Ability to work in a fast paced, multitask environment.
- Ability to provide professional and courteous service in any scenario.
- Ability to meet lifting requirements of the role.
- Ability to work on a flexible schedule based on business requirements.
- Ability to effectively manage time and meet deadlines.
- Ability to work effectively under stressful situations.
- Good interpersonal skills.
- Ownership
- Good Attention to Detail Skills
- Ability to understand and work with diverse groups of people and clients.

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Individuals interested in applying for this position should send a resume to:

**Harvey's Oil Ltd.**  
**87 Water Street**  
**St. John's, NL A1C 5X3**  
**Fax: (709) 726-8044**  
**Email: [humanresources@aharvey.nf.ca](mailto:humanresources@aharvey.nf.ca)**

Harvey's Oil Ltd. is an equal opportunity employer; however only those selected for an interview will be contacted.

