



Job Description – Class A Driver Form

Document 2-875/24
Last Revised 07/30/2024

JOB TITLE: Class A Driver

EMPLOYER: Concorde Specialty Gases, Inc.

DEPARTMENT: Warehouse Department & Field Operations

REPORTS TO: Warehouse Manager & Director of Operations

SALARY: \$27-30/hour

BENEFITS: Concorde Specialty Gases currently offers a comprehensive benefits package to eligible employees and their dependents, including health and dental insurance; voluntary vision insurance; access to an Employee Assistance Program (EAP); 401(k) retirement plan with a Safe Harbor match; generous paid time off, including vacation, sick, and holiday time; Tuition Reimbursement program. The company is committed to supporting our employees' professional development, well-being, and financial security

SUMMARY: The Class A Driver is responsible for the transportation of product to and from the warehouse. This position will also occasionally assist with general warehouse tasks. This position works primarily with gas cylinders housing SF6, CF4, Xenon, Neon, etc. HazMat, OSHA, and Forklift certification will be provided.

DUTIES AND RESPONSIBILITIES:

- Drives a tractor trailer to and from port and parent company
- Load shipments efficiently and according to packing slips and safety guidelines
- Maintain cylinders, including cleaning, blasting, painting, and labelling
- Build orders: gather, record serial numbers, weight, etc
- Palletize, rack, or box cylinder(s) according to packing slip
- Is responsible for filling and emptying gas from various containers
- Ensures cylinders function properly, replacing valves and fixing stamps as needed
- Operate warehouse material such as forklift, industrial scale, and other machinery
- Communicate regularly with Warehouse Department manager and Director of Field Operations to ensure thorough understanding of all needs and priorities.
- Keep documentation of customer feedback and complaints.
- Maintain confidentiality around sensitive documentation.
- Cross trained in customer service-related tasks.
- Attends training to develop relevant knowledge and skills.
- Performs other duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Class A Certification



Job Description – Class A Driver

Form

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- High School diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience
- Employees must have basic English proficiency when performing their work, or working as a team, in the warehouse and any other areas that contain gas, chemicals, and equipment. Employees must have basic English proficiency in reading comprehension to ensure full understanding of all safety policies, procedures, and certifications for performing work in the warehouse and other areas that contain gas, chemicals, and equipment.

COMPETENCIES:

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to sit, talk or hear.
- Continually required to stand, walk, climb stairs, squat, kneel, and utilize hand and finger dexterity.
- Occasionally exposed to outdoor weather conditions
- Frequently work near moving mechanical parts
- Frequently work around fumes, airborne particles, or toxic chemicals
- Specialized equipment, machines, or vehicles used
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must be able to frequently push, pivot, and move up to 235 pounds.



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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.