



Navajo Nation Oil and Gas Company

P.O. Box 4439 Window Rock, AZ 86515

PH: (928) 871-4880 www.nnogc.com

Propane Bobtail Delivery Driver

Division:	Running Horse Services, LLC (RHS)	Reports to (title):	RHS Manager
Department:	Running Horse Services	Job Location:	Montezuma Creek, UT
Job Code:	CDL Drvr	Supervises:	None
Pay Grade:		Classification:	Non-Exempt
Hours/week:	40 hours	Effective Date:	December 11, 2024
Type of Position:	Full-time	Revised Date:	December 11, 2024

PERFORMANCE EXPECTATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

POSITION PURPOSE

The primary role of this position will be to serve as a propane bobtail delivery driver with Running Horse Services (RHS) safely transporting propane in a bobtail tank truck. Occasionally, a driver may be required to transport wellbore fluids using an industrial use vacuum bobtail truck and rental equipment with tandem truck and trailer combinations. Propane will be loaded at a bulk LP facility in Montezuma Creek and offloaded regionally at well site facilities, commercial and residential sites. Fluids will be loaded from various well facilities across the region and transported to designated disposal sites for injection. Rental equipment will be loaded at RHS facility in Montezuma Creek and delivered to sites regionally.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Understand and follow DOT Federal/State bulk cargo transportation laws, regulations, and guidelines.
- Obey all applicable traffic laws and safely drive according to the weather/road conditions.
- Perform daily pre-trip/post-trip vehicle and equipment inspections.
- Perform basic vehicle maintenance (minor repairs, fueling, oil, fluids, tire pressures, lights, etc.).
- Maintain logs in accordance with DOT requirements.
- Maintain vehicles, and other associated equipment, in a clean and orderly manner.
- Safely perform loading and unloading propane bobtail operations in accordance with NFPA 58 and company policies and procedures.
- Professionally represent the company in interaction with employees, contractors, customers, residents, and law enforcement and regulatory authorities.
- Develop constructive and cooperative working relationships among employees and other staff and maintain them overtime.
- Promote and enforce all company policies and procedures.
- Maintain a personal commitment to safety, health, the environment, and the welfare of others.

- Voluntarily submit to periodic random drug testing and alcohol screening.
- Willingness and patience to support field personnel in their duties as assigned.
- Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum of 2 consecutive years' proven experience transporting bulk fluids in commercial cargo tanks
- Propane delivery experience preferred

Education:

- High School Diploma or equivalent. Position receives extensive on-the-job training.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Possess a valid Class A or B commercial driver's license with hazmat / tanker endorsement.
- Possess a current DOT medical card with no physical limitations or restrictions.
- Strong commitment to safety and environment.
- Possess an innate sense of direction without the use of road signs or directional guidance.
- Competent in piping valve manifolds, tank connections and hose connection configurations.
- Ability and willingness to be trained in production process equipment.
- Possess basic computer skills and understanding including mobile devices, tablets and other electronic devices.
- Good communication, both written and verbal.
- Capable of working effectively and willingly within a team environment.
- Creative individual, capable of analyzing and solving mechanical problems.
- Skilled at communicating effectively in writing or verbally.
- Ability to listen and understand information presented to be presented.
- Ability to interpret policies and procedures.
- Ability to work long hours including occasional weekends or holidays as needed.

POSITION PREFERENCES

Licenses and Certifications:	Minimum of CDL Class B required with 2+ years of experience Tank & Hazmat (X) endorsement preferred Propane Education & Research Council (PERC) Certified Employee Training Program (CETP) preferred
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WORK ENVIRONMENT

Work Environment: Work is generally performed year around and duties are normally performed outdoors. Some work is performed indoors. Work is performed in all types of weather conditions.

Physical demands: The position requires good physical strength in various situations. The position requires good judgment to perform complicated tasks and to always be alert and observant. Climbing in and out of a commercial vehicle multiple times throughout the day. Sitting in an operator/driver position for long periods of time. Climbing/descending tank battery stairs more than 20 feet high. Proficiently use distance vision and depth perception.

Walking on uneven surfaces containing sand, gravel, rock, mud, snow and ice. Position requires ability to lift and to move up to 75 pounds.

Mental demands: The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues. Perform the day-to-day work directly related to customer service, supplier/ vendor contacts and contact with corporate personnel to ensure continual smooth operations. Stay alert, focused and mentally fit for duty both day and night. Exposure to stress caused by traffic and open-range animals on narrow roadways.

NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

I have reviewed the content of the **Propane Bobtail Delivery Driver** position description and have been provided a copy of the description. I certify that I can perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Description of any accommodation required to perform these functions:

Employee (printed name)

Employee (signature)

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Position Description

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

Date _____