



POSITION: Driver I

Division: Distribution

Reports to: Distribution Leader

Date: August 2025

Country: Puerto Rico

FLSA: Non - Exempt

Grade: ATG09

Approved by: Jorge Droz

HR: Gina Montalvo

PURPOSE AND SCOPE

The position is responsible for loading and unloading service transport vehicles (trucks) with designated products required to be delivered overland to Customers' locations. This position is also responsible for following all applicable laws and regulations, including company policies and procedures. The position is responsible also, for keeping records of daily activities including, but not limited to 1) planned routes and delivery schedules, 2) fuel/toll expenses receipts logs, 3) ensuring that the transport service vehicle and equipment are in good condition and 4) documenting accidents and violations occurred during the execution of said responsibilities.

SUPERVISORY CHAIN

This position is an individual contributor and reports directly to the Distribution Supervisor. It is mostly related to employees of plant, distribution, workshop, and security.

QUALIFICATIONS AND REQUIREMENTS

EDUCATION: High School Diploma

WORK EXPERIENCE: Have, at least, 36 months of relevant driving experience within the previous 5 years with equipment that is equal to or like the size and type the driver will operate.

BASIC QUALIFICATIONS: Valid driver's license of heavy equipment Category 9 is required, including all applicable endorsements required by local regulations like hazardous material. No Level 1 or Level 2 equivalent "in control" vehicle incidents within the past 2 years (24 months). No DUI/DWI convictions in the past seven (7) years. Extensive knowledge of applicable truck driving rules and regulations.

Ability to deal effectively with Customers, Supervisors, and co-workers; Basic knowledge of heavy-vehicle mechanics; Puerto Rico DOT certified; Knowledge of computer office software and desktop equipment to manage and execute job description-related tasks. Ability to read and understand business and regulatory documents.

Valid clear background check certificate (Police Department-issued). The results of the background check must be acceptable by the company, having identified no disqualifying violations.

SPECIAL PHYSICAL REQUIREMENTS

- Drivers must complete and pass a road test to verify their ability to safely operate the vehicle and to assess their defensive driving capabilities. The road test must be conducted and monitored by an authorized individual and be officially documented.
- Must be able to complete all required safety training. Be able to sit, stand, walk, read, talk, and listen, to perform the essential functions of this position.
- Ability to drive long hours and travel regularly. Driving a heavy vehicle with dangerous products requires mental alertness and physical coordination.
- Must have the ability to inspect the transport service vehicle's engine to check the oil, engine, lights, and hoses ensuring that the vehicle is well maintained and safe to drive.
- Must be able to move gas cylinders weighing 50 to 175 pounds, lifting, and lowering them on the designated trucks, with the appropriate equipment.
- The ability to articulate the wrists of the hands, to rotate referenced cylinders and balance their weight to move them.
- Possess a medical fitness certificate, performed, confirmed, and issued by a qualified physician, licensed and board-certified in Puerto Rico.
- Must be able to work in an indoor and outdoor environment with temperatures between 65- and 110-degrees Fahrenheit.
- Must be able to drive a motor vehicle for long periods of time to the Customers' locations (85% of the time).
- Basic knowledge with electronic equipment and transport driving related software.
- Adaptability and foresight to handle unexpected situations (traffic, weather conditions, etc.)
- Accommodation can be made for individuals with a disability to perform described essential functions if these are required and do not impose an unreasonable burden on the business.

ESSENTIAL RESPONSIBILITIES

Other will be assigned:

- Drive a heavy-duty truck from the distribution plant to the customers.
- Loading and unloading of product.
- When making deliveries, accept payments and handle official documents, such as delivery confirmations and receipts. Prepare collection cargo receipts. Keeps track of deliveries products and situations with customers.
- Document time worked in a log, detailing working hours and mileage per day.
- Maintains a truck registry following state and federal regulations.
- Maintains contact with the supervisor to receive delivery instructions and other relevant information.
- Keeps track of time showing work schedules, breaks, deliveries, stops and mileage.
- Inspects assigned equipment and vehicle constantly, including tires, lights, gasoline, oil and water, and ensures that the vehicle is in good condition. Reports maintenance and mechanical situations that must be addressed.
- Performs primary repairs on the side of the road, such as changing tires.
- Keeps the vehicle and work tools organized and in optimal condition.
- Acts with discipline and operational excellence, in accordance with security policies and standards established in the Company, which guarantee their own safety and that of their colleagues.

Linde maintains the right to change this job description at any time with or without notice.

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- Takes care of and makes good use of the resources assigned under his responsibility, such as: vehicle, computer, telephone, etc.).
- Attends and participates in operational, administrative and security meetings.
- Enter data into the system about routes, deliveries made, and any other information required.
- Acts with operational discipline and excellence according to security, health and environmental standards, quality and pharmacovigilance policies and procedures and legal regulations.
- Participates in trainings and activities related to the continuous improvement of security, health, environmental, quality, technology and pharmacovigilance systems.
- Has the authority to suspend/stop any task/activity that represents a risk to the safety and health of people.
- Uses the assigned resources with care.