

MOUNTAIN VIEW CO-OP

JOB DESCRIPTION

Service Technician - Energy

JOB PURPOSE/SUMMARY

This position is responsible to plan, promote and service all LP gas equipment and related services in a manner that will optimize MVC's market share and net savings, improve efficiency and achieve outstanding customer service. This position is required to follow to all MVC's "On-Call" policies and procedures.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

Customer Service

- Safety installing and servicing customer and /or MVC tanks
- Safely delivering product to destination as needed and/or scheduled
- Provide daily feedback to supervisor
- Safety installing and servicing customer and /or MVC tanks
- Set, repair and maintain tanks and cylinders, install first stage line, conduct system tests and ready installation for inspection.
- Purge propane cylinders and tanks, fill storage containers, perform basic outside leak repair
- Furnace and Heater Installation and Repair
- Familiarity with LP Gas and/or Natural Gas.
- Troubleshooting skills on gas appliances.
- Inspect truck for defects and safe operating condition before, during and after trips and submit written report on the condition of the track at the end of each trip/daily
- Check shipping papers to determine the account/type/reason of the load and certify for accuracy.
- Drive Truck to and from designated destinations within company policies and DOT regulations.
- Report all accidents and incidents including but not limited to those involving driver, equipment, property damage.
- Promptly report any delays or events of irregularities.

Customer Service

- Safely delivering product to destination as needed and/or scheduled
- Avoid damage to customers' buildings and property, use extreme caution when driving onto a customer's property
- Must maintain established methods of communications with MVC management as prescribed by MVC management
- Provide daily feedback to supervisor

Administrative Responsibilities

- Continue Sales and Delivery protocol
- Reporting – Driver logs, trip reports, Invoices, and any other necessary paperwork as determined by regulatory agencies and MVC.
- Maintain established delivery routes and make recommendations for efficiency

Other Areas of Responsibility

- Assist in any other duties that may be assigned to meet business needs
- Use of company owned cell phone per company policy and procedures
- Uphold facility and equipment maintenance within MVC standards
- Comply with Safety and Regulatory Rules
- Cross train with Refined Fuels Department for RF (Bulk) Delivery
- Maintain CDL/Hazmat/Tanker/Air Brakes/Combination Vehicle
- Will follow MVC's "On-call" policies and procedures.
- Flexibility—may be required to work in other MVC divisions: i.e. Agronomy, Grain, Feed

QUALIFICATIONS/REQUIREMENTS

Minimum Education: High School Diploma
 Maintain a valid CDL/Hazmat/Tanker/Air Brakes/Combination Vehicle Endorsement at all times.

Minimum Experience: 2-5 years as a Fuel Transport driver or Equivalent

Knowledge/Skills/Abilities: Excellent Customer Service skills
 Excellent Driving Record
 Organizational skills - Attention to detail
 Interpersonal / communication skills
 Business Math helpful
 CDL/Hazmat/Tanker/Air Brakes/Combination vehicle--Training Available
 Bulk Fuel Truck operation
 Knowledge of DOT Regulations

Other qualifications: Cenex Premium Diesel Training - RF

MENTAL AND PHYSICAL DEMANDS

Sitting	10%	Reaching	Frequent
Standing	20%	Manual Dexterity	Frequent
Driving	50%	Manual Labor	Frequent
Walking	10%	Telephone	Some
Kneeling	Some	Computer Screen	Frequent
Bending	Some	Lifting	50 lbs

Some standing and walking dragging hose. Driving for extended periods of time and sitting.
 The above statements are intended to describe the general nature and level of work being performed.
 They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel as classified.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Human Resources: _____ **Date:** _____

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HR