

TITLE: Propane Operations Sales and Serviceperson
DEPARTMENT: Operations
FLSA DESIGNATION: Non-Exempt
REPORTS TO: HILCO US Manager

DATE: May 2018
TITL GRP: Trades

JOB SUMMARY: Under minimal supervision, provide service support to the propane operations department. Install and inspect bulk storage, commercial and domestic propane tanks. Certify all types of propane tanks for operability. Provide routine and special maintenance activities in support of the retail propane distribution operational system. Provide and solicit sales opportunities to new and established customers. Conduct maintenance and service operations in a safe, effective, and efficient manner.

ESSENTIAL FUNCTIONS:

1. Assist in the development of operational budgets, and policies and procedures.
2. Provide technical assistance to organizational managers, supervisors and supporting consultants on propane operations issues, applicable federal (OSHA), and state (RRC) laws, policies, and regulations.
3. Set domestic propane tanks, plumb lines and facilities, inspect products for safe operation.
4. Conduct propane maintenance and service training; develop, schedule and present operational (technical/safety) training programs to employees.
5. Ensure propane operations are conducted in a safe, efficient, and effective manner.
6. Assist in the development of requests for proposals, invitation for bids for propane and system component procurement needs.
7. Maintain system components relating to propane vehicles and system components.
8. Assist in the development of marketing and sales programs for propane fuel, system components and appliances.
9. Maintain all required regulatory documentation for the conduct of propane operations.
10. Interact with employees, customers, vendors, and the general public in a respectful manner.
11. Solicit new business.
12. Dispense propane in a safe, efficient manner.
13. Operate organizational vehicles and equipment in a safe, effective manner.
14. Maintain daily DOT vehicle inspection reports.
15. Maintain delivery driver's log.
16. Must be able to lift 50 pounds and carry that weight up to 100 yards on a regular, recurring basis.
17. Must be able to walk over steep, uneven, and difficult terrain for distances of over a mile on a regular, recurring basis.

EQUIPMENT USED:

- Computer, adding machine, photocopier, organizational vehicles (including heavy commercial vehicles), fax, radio, and telephone. Boom crane, trencher, backhoe, scales, and sandblaster.

OTHER IMPORTANT DUTIES:

- As necessary to perform assigned job, in an emergency situation, or as necessary for the conduct of training, will be required to enter member/customer's property.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to interpret and apply OSHA, DOT, and State Railroad Commission (RRC) procedures and guidelines relating to the administration and management of propane systems and facilities.
- Ability to research, investigate, analyze and interpret rules, regulations, procedures and guidelines governing propane programs operational performance reports.
- Ability to add, subtract, multiply, divide and conduct statistical analysis.
- Ability to communicate effectively and efficiently, both orally and in writing, with a diverse group of people and personalities; requires a high degree of interpersonal skills.
- Ability to work effectively with professional, political and community-based entities.
- Ability to work effectively with new and existing customers.
- Ability to develop and facilitate teams within the organization.
- Ability to work independently, under minimal supervision, and to work in teams.
- Ability to work under strict deadlines and develop options by which work can be accomplished.
- Ability to interview, investigate or research to identify and discover information.
- Ability to travel intra/inter-state as necessary for the conduct of training.
- Ability to operate an organizational vehicle in accordance with all applicable traffic laws.
- Ability to prioritize and manage multiple tasks.
- Ability to quickly and accurately interpret and process large amounts of regulatory and contractual information and numeric data.
- Ability to lift 50 pounds and carry that weight up to 100 yards.
- Ability to walk over uneven, steep and difficult terrain for distances of over a mile on a regular basis.

REQUIRED EDUCATION DEGREES, CERTIFICATES, AND/OR LICENSES:

- High School diploma required.
- Prefer two years experience working with propane operations in retail, for-profit environment.
- Valid Texas Commercial Driver's license w/X endorsement or ability to obtain license within 30 days of employment. Must be eligible to be and remain insured as a driver by the Company's group liability policy for the automotive fleet.
- Propane Delivery Truck Driver and Service/Installation License or the ability to obtain license within 45 days of employment. Prefer Propane Category E License.
- All required certifications or licenses must be submitted to the Human Resources Department fifteen work days prior to expiration.

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The incumbent(s) may be required to perform or assume additional job-related responsibilities other than those stated in this description.