

Job title	<i>Energy Service Technician</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Location Manager</i>	Salary Range	

About Pro Cooperative

Our Mission: Building lasting partnerships by being PROactive, PROgressive and PROfessional.

Our Vision: To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect, and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

Job purpose

- The position of a Energy Service Technician is of great significance to Pro Cooperative.
 - A person in this position is accountable for the installation and maintenance for Pro Cooperative energy customers.
 - This position is responsible for performing all services in a safe and timely manner.

Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently.

- Responsible for installing propane tanks, including digging trenches and installing gas piping.
- Responsible for installing refined fuel tanks, including filter, nozzle, hose, and pumps for customers.
- Responsible for fueling station service work including changing filters and general maintenance of the fueling stations.
- Responsible to respond to emergency service calls as needed.
- Responsible for staying current with all state and local applicable codes.
- Perform proper safety inspections on both new and existing systems as required by code.
- Assist with new account sales.
- Complete proper documentation for all services rendered.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.
- Comply with Pro Cooperative policies, including Pro Cooperative’s safety policies.

Qualifications

Qualifications include:

- Class B CDL required, HAZMAT and tanker endorsements preferred.
- Maintain current license that apply to the position and clean driving record with all applicable endorsements required.
- A minimum of two years of related experience preferred.

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Working conditions

Work inside and outdoors while servicing and maintaining equipment. Regularly are exposed to very hot or very cold temperatures. Often work while listening to loud or distracting sounds and noise levels. The employee is exposed to hazardous materials or fume, which will require the use of personal protective equipment (PPE).

Physical requirements

Must be able to frequently lift up to 35 lbs and occasionally lift over 75 lbs. In a normal work day, the employee may be required to sit 40% of the time, stand 50% of the time, and walk 10% of the time. Employee must be able to continuously lift above shoulder level, frequently bend, kneel, and occasionally climb/balance, push/pull, and lift from high/low positions.

Direct reports

None

Approved by:	<i>Energy Manager</i>
Date approved:	<i>04/30/2021</i>
Reviewed:	<i>04/21/2021</i>

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. This document doesn't constitute a contract of employment. Company may exercise its employment-at-will rights at any time.

Employee (Print & Sign): _____