

Job title	<i>Energy Manager</i>	Job Classification	<i>Salary Exempt</i>
Reports to	<i>Chief Executive Officer</i>	Salary Range	
Direct Reports	<i>Energy Operations Specialist, Service Center Location Manager, C-Store Manager</i>	EEOC Classification	<i>Executive/Senior Level Officials and Managers</i>

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 the Energy Manager is of great significance to Pro Cooperative.
 - A person in this position is responsible to lead and manage the Petroleum Department strategy, risk management, customer relations, pricing, facilities, productions, logistics, employee safety, quality control and labor resulting in consistently profitable operations and outstanding customer service.
 - The Energy Manager will direct, promote, and coordinate the department in a manner that will optimize Pro Cooperative’s market share and profits, improve Pro Cooperative’s efficiency, help achieve Pro Cooperative’s mission and goals, and result in outstanding customer service.

Duties and responsibilities

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

- Leads teams to achieve group goals and objectives set for revenue, profitability and operating efficiency.
- Provide annual business plans, operating budgets, and financial projections; provide capital assets needs analysis, financial projections, project design, and project oversight.
- Establish product and service pricing consistent with competitive conditions, operating costs, and profit and cash flow objectives.
- Consistently meet or exceed industry best management practices with a special focus on preventative maintenance and housekeeping.
- Provides training, mentoring, accountability and motivation to individuals on their team; coordinates and directs staff towards efficiently executing the group’s business strategy.
- Completes reviews on schedule for each team member; reviews are accurate, consistent and effectively communicate employee standing within the organization.
- Leads by example in all situations and proactively addresses team issues before they increase in severity.
- Oversee market and input supply risk management utilizing strategies that limit undue risk to Pro Cooperative and customers.
- Lead the development and execution of business growth strategies.
- Proactively monitor and take action to optimize operating efficiency.
- Oversee logistics management, inventory, and supply chain.
- Effectively communicate with all Pro Cooperative locations, departments, customers, vendors, and business partners.
- Develop strong business relationships with key customers and ensures team members provide outstanding, positive customer service.

- Meets with the organization's top vendors, regulators and other external parties in-person at least annually.
- Proactively maintain a safe work environment and safe employee work practices. Ensure compliance with all safety policies and procedures.
- Ensure consistent compliance with regulatory and quality assurance requirements.
- Serve as a member of the Senior Leadership Team and other committees as assigned by Chief Executive Officer.
- Understand and maintain the professional image of Pro Cooperative.
- Establish cohesive working relations with other Pro Cooperative employees, its patrons and vendors to establish a positive work environment.
- 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 all federal, state, and local regulations and Pro Cooperative's policies, including Pro Cooperative's safety policies.

Minimum experience and qualifications

- Bachelor's degree (B.S.) from four-year college or university; or five to seven years related experience and/or training; or equivalent combination of education and experience.
- Minimum of five years of proven experience in a supervisory role.
- CDL and other DOT qualifications for operation of a commercial motor vehicle preferred.
- Possesses a valid state motor vehicle operator's license and a driving record that meets or exceeds Pro Cooperative driving guidelines.
- Must have strong communication, organization, and computer skills.
- Must have a manager focus in all interactions and exhibit strong critical thinking/problem solving skills.
- Available to work extended hours when needed.

Physical demands

Physical activities typically performed while on this job.

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
Bending/Stooping	Occasionally (1%-33%)	Sitting	Constantly (67%-100%)
Climbing-stairs, ladders, slope	Occasionally (1%-33%)	Standing	Frequently (34%-66%)
Crawling	Occasionally (1%-33%)	Twisting	Occasionally (1%-33%)
Grasping/Handling	Constantly (67%-100%)	Walking	Frequently (34%-66%)
Kneeling	Occasionally (1%-33%)	Balancing	Occasionally (1%-33%)
Neck Flexion/Extension	Frequently (34%-66%)	Squatting	Occasionally (1%-33%)
Reaching Forward	Frequently (34%-66%)	Change of Position	Occasionally (1%-33%)
Reaching Overhead	Occasionally (1%-33%)	In/Out of Machine	Occasionally (1%-33%)

Physical effort

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENCY	PUSHING/PULLING	FREQUENCY
1 – 10 lbs.	Occasionally (1%-33%)	1 – 10 lbs.	Occasionally (1%-33%)
11 – 20 lbs.	Occasionally (1%-33%)	11 – 20 lbs.	Occasionally (1%-33%)
21 – 50 lbs.	Occasionally (1%-33%)	21 – 50 lbs.	Occasionally (1%-33%)
51 – 100 lbs.	Occasionally (1%-33%)	51 – 100 lbs.	Occasionally (1%-33%)
100+ lbs.	Occasionally (1%-33%)	100+ lbs.	Occasionally (1%-33%)

Working conditions

Work conditions typically encountered on this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
Dust	Occasionally (1%-33%)	Chemical Agents	Occasionally (1%-33%)
Excessive Heat	Occasionally (1%-33%)	Fumes, Odors	Occasionally (1%-33%)
Excessive Cold	Occasionally (1%-33%)	Solvents, Petroleum Products	Frequently (34%-66%)

Noise	Occasionally (1%-33%)	Others Specify:	N/A
Vibration	Occasionally (1%-33%)	Others Specify:	N/A

Job specific conditions/demands

Job specific conditions/demands typically encountered on this job.

CONDITIONS/DEMANDS	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
Driving – Vehicle/Equipment	Frequently (34%-66%)	Power Tools/Equipment	Occasionally (1%-33%)
Indoors	Constantly (67%-100%)	Hearing	Constantly (67%-100%)
Outdoors	Frequently (34%-66%)	Talking	Constantly (67%-100%)

Approved by:	CEO Pro Cooperative
Date reviewed:	8/31/2026

Employee signature below constitutes employee's understanding of the requirements and essential functions of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time and doesn't constitute a contract of employment. Company may exercise its employment-at-will rights at any time.

Employee (Print Name & Sign): _____ Date: _____