



**Job Title:** LPG Service Technician

<b>Division:</b>	Energy	<b>Job Code:</b>	440
<b>Location:</b>	Pratum Co-op 27980 S. OR-213 Mulino, OR 97042	<b>Travel Required:</b>	Rarely
<b>Level\Pay Range:</b>	Hourly \ \$26 – 30	<b>Position Type:</b>	Hourly, non-exempt
<b>Reports to:</b>	LPG Operations Manager		

**Job Description**

**PURPOSE**

The purpose of this job is to maintain Pratum’s propane tanks, as well as be active in propane sales while in the field, with some delivery to customers required at times, fulfilling **Pratum’s mission is to be an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.

**TASKS & RESPONSIBILITIES**

- Propane tank delivery, installation, maintenance, testing for leaks, swap outs
- Install and maintain new gas piping, regulators, meters and dispensing equipment
- Maintain Pratum’s bulk tank and associated equipment
- Provide general knowledge and education to our customer base about tank placement for safety precautions and fire marshal requirements.
- Bobtail truck driving for propane delivery as needed
- Other reasonable duties as assigned by supervisor

**EXPECTATIONS**

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Partum’s Values:
  - **Integrity:** always doing the right thing
  - **Safety:** committed to a safe environment for our employees and customers
  - **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
  - **Results Oriented:** delivering on your promises
  - **Teamwork:** respecting one another with humility, working with the ag management team
  - **Stewardship:** careful and responsible management of our resources and environment



**Job Title:** LPG Service Technician

- **Customer Service:** exceeding expectations of those we serve
- Willingness to be on 24-hour call for propane leak emergencies on a rotating schedule (about every 3 weeks)
- Work with sales team and drivers to maintain and improve efficiencies and teamwork

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High School Diploma or equivalent
- Minimum Class B CDL with ability to obtain a Hazmat endorsement
- Ability to get and maintain a Master Fitter License and Truck Equipment Operator License for LPG
- LPG experience preferred

**PREFERRED SKILLS**

- Interpersonal skills with vendors, customers, employees
- Independent and creative problem solving
- Ability to multi-task and organize time well
- Organization

**ADDITIONAL NOTES ...**

- Equipment Provided
  - Cell Phone or cell phone allowance
  - Typical PPE

Prepared By:	Brandi Hollstein, HR Generalist	Date:	November 17, 2022
Approved By:	Nolan Schrock, Division Mgr.	Date:	November 17, 2022
Last Updated By:		Date:	Click here to enter text.
Employee Name:		Email:	
Employee Signature:		Date:	



**Job Title:** LPG Service Technician

### Physical Requirements

**General Notes:**

This is a position with a variety of physical demands from working with tanks and related equipment to driving truck

**Tools & Equipment Used:**

Typical office equipment, pickups, propane trucks, propane tanks and pump equipment

### ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting				X		2	2
Standing				X			
Walking				X			
Change Positions?				X			

### LIFTING AND CARRYING

- 1-20 lbs
- 21-50 lbs
- 51-75 lbs
- >75 lbs

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs				X	
51-75 lbs			X		
>75 lbs		X			

**Maximum # lifted/carried without assistance** 80 Lifts/carries exceeding this weight are done with 2 people or lift device

### OTHER PHYSICAL REQUIREMENTS

- Bend/Stoop
- Twist
- Crouch/squat
- Kneel/Crawl
- Walk-Level surface
- Walk-Uneven surface
- Climb Steps/Ladder
- Work at heights
- Reach at or above Shoulder
- Use of Arms, Wrist
- Use of Hands grasping/squeezing
- Operate foot controls

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop				X	
Twist			X		
Crouch/squat			X		
Kneel/Crawl				X	
Walk-Level surface				X	
Walk-Uneven surface			X		
Climb Steps/Ladder				X	
Work at heights				X	
Reach at or above Shoulder				X	
Use of Arms, Wrist					X
Use of Hands grasping/squeezing				X	
Operate foot controls			X		

**ENVIRONMENT:**  Inside 20 % of time  Outside 80 % of time  
 Temperature Extremes  Yes  No Vibration  Yes  No  
 Works on or around moving machinery or mechanical parts  Yes  No

### SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Representative(s):

Print Name	Title	Signature	Date