



## OKANOGAN COUNTY ENERGY, INC.

### PROPANE OPERATIONS MANAGER

#### POSITION SUMMARY

Under supervision of the General Manager, this position is a leadership role responsible for the management of propane supply and distribution for the corporation. The position is responsible for the management of profits and losses, sales, personnel, supply, and logistics. This position is anticipated to spend 30% of the time in the office and 70% of the time in the field, depending on the workload and season.

The Propane Operations Manager is an exempt, full time position with annual salary depending on experience.

#### ESSENTIAL FUNCTIONS of POSITION

- Lead and supervise OCEI staff.
- Manage financial performance to the budgeted plan.
- Coordinate daily scheduling of delivery and service appointments with Propane Billing Systems Clerk.
- Conduct and prepare documentation for site consultations, service quotes, installations, and customer service requests.

- Install, repair, and replace propane storage tanks, interior and exterior lines, regulators, and meters at member locations in accordance with all applicable gas codes.
- Respond to emergency calls and be available for standby shifts on a rotating basis.
- Perform gas safety checks, leak checks, and appliance inspections as necessary.
- Manage bulk supply, parts, and equipment inventory, and pricing.
- Deliver propane to residential homes and commercial businesses.
- Be responsible for all training and development of staff including completion of CETP, safety training, and evaluations.
- Implement and maintain company and equipment safety programs.
- Plan for customer growth and retention through sales, pricing, and marketing strategies in a competitive industry.
- Maintain a professional appearance and conduct while representing the company to directors, management, employees, and the public.
- Attend and report on operations at scheduled board meetings and events.
- Supervise company website and online presence.
- Ensure compliance with all applicable state, federal, local codes, and regulations as well as company policies and procedures.
- Perform and maintain all regulatory inspections, documents, manuals, and records as per DOT, OSHA, WA Dept of Ecology, Emergency Management, NFPA-54, and NFPA-58.

- Perform additional duties as assigned by the General Manager.

### **EDUCATION AND/OR EXPERIENCE**

- At least two years of prior work experience in the propane, or other related, industry
- High school diploma or equivalent GED required.
- Bachelor's or other advanced degree preferred.
- Five years management/supervisor experience (or the equivalent combination of education, training, and industry experience).
- Knowledge of the OCEI service territory preferred.

### **CERTIFICATES, LICENSES AND/OR TRAINING**

- Valid Class B or C Commercial Driver's license supplemented by good driving record. Possess or ability to obtain within 30 days of employment, H and N endorsements.
- CETP Certifications including Proctor and Skills Evaluation credentials.
- HVAC familiarity and/or training preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret materials and instructions furnished in written, oral, diagram or schedule form using Standard Gas Codes, NFPA-54 and NFPA-58 as pertaining to propane systems.

Must have (or ability to learn) a working knowledge of all safety regulations regarding bulk plant and retail propane distribution including but not limited to; National Fire Protection Association (NFPA) Codes and regulations, Washington Industrial Safety & Health Act (WISHA) of 1973,

Environmental Protection Act (EPA), Washington State Department of Transportation (DOT).

### **ADDITIONAL SKILLS**

Ability to work with minimal supervision.

Understand and maintain compliance with approved industry methods and safety practices and regulatory guidelines as outlined by the company's policies and procedures and/or the propane industry.

Ability to analyze current work methods or processes and find efficiencies.

Understanding of current technology offerings and develop business use cases for implementation.

Excellent interpersonal, communication, and customer service skills.

Proficiency with computer software programs: internet and email, multi-media, spreadsheets, and word processing with the ability to learn company specific fuel distribution software.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This position requires that an employee regularly, walk, stand, bend, crouch, kneel, stoop, use hand tools to open and close trenches, operate other tools, operate power equipment, drive a company truck, and lift a minimum of 25 pounds. Work may be performed in adverse weather conditions.

Okanogan County Energy Inc is a drug-free workplace. Drug/Alcohol testing required. (See fitness for Duty Policy No. 40-050).

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I have read and understand the above duties and requirements and understand that this job description is not designed to provide a comprehensive or exhaustive list of all activities or duties that may be

required by the position. I have been given a copy of the employee policies and have been informed and agree to the wages/salary as set by the Corporation. I understand that my employment is at-will and nothing in this job description constitutes a promise of continued employment or specific treatment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_