



**OKANOGAN COUNTY ENERGY, INC.**

**PROPANE TECHNICIAN AND DRIVER**

**POSITION SUMMARY**

Under supervision of the Propane Manager, this position is responsible for making propane deliveries, installing propane systems and providing service to propane customers.

The Propane Technician and Driver is an hourly, non-exempt position with wage depending on experience.

Wage range: \$25/hr to \$30/hr, depending on qualifications and experience.

**ESSENTIAL FUNCTIONS of POSITION**

1. Deliver propane to residential homes and commercial businesses.
2. Install, repair and replace propane storage tanks, interior and exterior lines, regulators and meters at member locations in accordance with all standard state and local gas codes.
3. Perform gas leak and appliance inspections as necessary.
4. Prepare documentation on installations, gas safety checks, replacements, repairs and inspections.

5. Evaluate potential locations for installation of tanks, lines and regulators and prepare documentation for job estimates.
6. Inspect vehicles daily and report any problems in accordance with company policy and DOT regulations.
7. Maintain Commercial Drivers License as required by state law and company policies.
8. Willingness to complete job required trainings and continuing industry specific online education.
9. Respond to emergency calls and be available for standby shifts on a rotating basis.
10. The ability to work independently and be self-motivated as well as being a team player.
11. Provide the highest level of customer service and professionalism at all times.
12. Perform other duties as assigned by the Propane Manager.

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

High school diploma, along with two to three years related experience and/or training; or the equivalent combination of education, training and experience.

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

Valid Class A or B Commercial Driver's license supplemented by a good driving record. Possess or ability to obtain within 30 days of employment, H and N endorsements. Certification in or ability to learn bobtail delivery and propane system installation, operation and service.

## **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 that regulate bulk plant and retail propane distribution such as 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.

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 50 pounds. Work may be performed in adverse weather conditions.

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

---

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 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: \_\_\_\_\_