Palmer Gas & Oil Job Description

Job Title: Crane Truck Operator/Tank Installer
EEO Job Category: 3 – Technicians
Employment Classification: Non-exempt
Department: Tank Installation
Reports to:
Supervisor: Tank Installation Field Supervisor
Manager: Field Operations Manager
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SUMMARY

Provides customer service and satisfaction by installing tanks, regulators, gas piping, and appliances.

WORK HOURS

Normal work schedule is 7:00 am to 3:30 pm with a ½- hour lunch break.
Must be available to work beyond normal business hours as needed. May be asked to work on weekends seasonally as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for efficient communication, harmonious interaction and support of co-workers and management team members.
- Transports, installs, maintains, and picks up a variety of propane containers.
- Installs gas piping meters, regulators, and all related equipment.
- Maintains stock and tools in Installation vehicle.
- Responsible for maintaining external appearance and both internal and external cleanliness of service vehicle.
- Complies with all DOT regulations as well as company procedures.
- Reports and records all safety violations and customer problems.
- Assists service-techs and installers when needed, including helping on jobs and emergency situations regarding tanks.
- Works on various projects as assigned by the Manager.
- Proficient in the use of electronic devices.
- Assists in performing tasks of other personnel within the department as needed.
- Required to wear company provided uniforms.
- At the end of each job, call into dispatch to clear and confirm next job and refresh your tablet.
- If additional work is needed at the customer's location, schedule a follow up note.
- Always maintains and promotes company brand guidelines and core values (Friendly, Simple, Safe).

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS, QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must have CDL B with Tank & Hazmat Endorsements
- Must have and maintain a safe driving record
- Must have a medical examiner's certificate
- Must comply with DOT regulations.
- Must be 21 years of age or above.
- NH Gas Fitters license piping - must keep current.
- Great team player
- Customer service
- ME, MA Gas Fitters license (preferred)
- MA Hoisting Certification (preferred)

SAFETY
Working safely is a condition of employment. Employees are responsible for following all Palmer Gas & Oil safety policies and procedures, attending required safety meetings and training, and immediately correcting or reporting unsafe conditions.

Employees must immediately verbally report and photograph all vehicle crashes, injuries, or other incidents to their Manager. If the Manager is unavailable, the incident must be reported to the Safety Director, another Manager, or Human Resources.

Employees are expected to use all required personal protective equipment, follow safe work practices, and perform only work for which they have been properly trained.

For employee safety and company fleet management, Palmer Gas & Oil has cameras installed in company vehicles.

EDUCATION and/or EXPERIENCE
One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Must be able to pass PERC Education Program (PEP).

LANGUAGE SKILLS
Must speak fluent English. The ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

COMPUTER SKILLS
Microsoft Outlook, Ability to learn our computer software. Use Google Drive and search the employee intranet. Must be able to use a computer tablet.

MATHEMATICAL SKILLS
The ability to add, subtract, multiply, and divide in all units of measure. Ability to compute rate, ratio, and percentage.

REASONING ABILITY
The ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to sit and climb or balance. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move more than 100 pounds. Must also be able to get in and out of the truck using the 3-point system. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, outside weather conditions, risk of electrical shock, and explosives. The employee is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Palmer Gas & Oil is a Drug Free Workplace. Must be able to pass a pre-employment drug screen and a criminal background check. Palmer Gas is an Equal Opportunity Employer.

Employee Acknowledgment:

_____
Employee's Printed Name

_____ _____
Employee's Signature Date

_____ _____
Manager's Signature Date