

Job Title: Field Service Technician

Department: Van Manen Operations

Reports To: Petroleum Equipment Service Manager

Effective Date: January 5, 2015

JOB SUMMARY/OBJECTIVE

The Field Service Technician performs a wide variety of tasks related to and in support of the Fuel Management System fueling locations and Van Manen Petroleum Group. The employee repairs and maintains equipment essential to keeping our facilities functioning at the highest levels.

ESSENTIAL FUNCTIONS

- Diagnosing and Repairing of petroleum equipment including but not limited to the responsibilities listed below.
- Above ground equipment: dispensers, pumps, card readers, canopies, lighting
- Underground equipment: submersible pumps, sensors, piping
- Communications: network, internet, Centeron, SMARTank
- Construction: electrical, welding, conduit
- General maintenance: cleaning, painting
- Site inspections: Federal EPA and Michigan LARA required
- Communicates issues to appropriate personnel.

QUALIFICATIONS EDUCATION and/or EXPERIENCE, LICENSURE AND CERTIFICATION

High school diploma or general education degree (GED) AND two years of experience in building and mechanical equipment maintenance and repair. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials.

Maintain a valid Michigan chauffer/driver's license. Maintain a certificate issued from ICC indicating he or she has passed the Michigan class B-Operator exam.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, and business correspondence.

- Ability to effectively present information and respond to questions from groups of managers, customers, prospects, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must maintain a valid driver's license and Michigan Class B UST Operator Certification.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that an employee may encounter while performing most the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move about the office at times in order to access file cabinets or other office equipment, etc. The employee must be able to remain stationary for periods of time, operate a computer and other machinery in order to remain productive, the employee must be able to clearly communicate with coworkers and customers in order to exchange accurate information. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

The statements are intended to describe the general nature and level of work being performed by those assigned to this classification. This is not an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They reflect principle job elements essential for performing the job and evaluating performance. The listed duties may be changed at the discretion of the incumbent's supervisor at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.