

**Van Manen Petroleum Group
Job Description**

Job Title: Temporary Maintenance
Profit Center: Refined Marketers
Reports To: Director of Operations, Fuel Management System
Completed By: Traci Nearhoof
Date: 3/23/22

SUMMARY

This is a temporary summer position that performs a wide variety of tasks related to the maintenance and appearance of our Pacific Pride fueling locations. Clean and maintain fuel dispensers, card readers and company property. Painting, landscaping, removing trash, debris and other miscellaneous tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Clean fuel dispensers, pump islands, card readers, concrete island curbs and pads. Clear and dispose of any debris from the property.

Maintains fuel dispensers to make sure they are functioning properly. Check hoses and nozzles for cracks or leaks and replace when necessary.

Paint equipment and property as directed.

Remove weeds, branches, and debris from property.

General labor as needed.

QUALIFICATIONS

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.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situation to other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain a valid Michigan chauffeur/driver's license. Maintain a certificate issued from ICC indicating he or she has passed the Michigan class B-Operator exam. Upon acceptance of job offer, you must be able to pass a drug test and background check.

PHYSICAL DEMANDS

The physical 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 frequently required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

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 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.

TO APPLY:

Please stop by Van Manen Petroleum Group, O-305 Lake Michigan Drive NW, Grand Rapids MI 49534 to pick up and application or email Traci Nearhoof at tracin@vanmanen.com. Applications will be accepted through April 30, 2022.