

**Job Title:** Petroleum Equipment Services Manager

**Department:** Van Manen Operations

**Reports To:** Van Manen, Director of Operations

### **JOB SUMMARY/OBJECTIVE**

The Petroleum Equipment Services Manager oversees the petroleum equipment and maintenance operations activities including supervision, hiring, and evaluation of staff and support personnel with a focus on superior customer service, safe compliant and efficient operations, and profitable sales growth. Works closely with Fuel Management System staff to ensure a consistent, effective, customer centered experience. Purchases and maintains appropriate inventory items and quantities to ensure maximum turnover and minimum carrying costs. Oversees maintenance of equipment and other assets of Van Manen Petroleum Group. Monitors and reports activities of the department and related business in relation to profit goals and expense controls.

### **ESSENTIAL FUNCTIONS**

- Directly supervises the Field Service Technician and Site Maintenance Technician, including recommendations for new hires, performance evaluations, training, work allocation, and corrective action.
- Services the Pacific Pride sites (pumps, card readers, tank monitors, lighting).
- Services commercial accounts (pumps, card readers, tank monitors).
- Assists with Van Manen corporate site facility maintenance.
- Orders all replacement equipment: dispensers, tank monitors, tanks, piping and necessary items to complete the job at hand.
- Installation and removal of new and used equipment (dispensers, tank monitors, tanks, piping, plumbing and electrical).
- Concrete work: removal of concrete, install forms for new concrete and pour new concrete as needed.
- Performs and submits all required UST inspections and paperwork.
- Performs site testing and submits required paperwork.
- Effectively communicates with all Van Manen departments as needed.
- Maintains current code changes to keep all sites in compliance.
- Performs miscellaneous troubleshooting as needed.

### **SUPERVISORY RESPONSIBILITIES**

Direct supervision and evaluation of a staff of two direct reports: Field Service Technician and Site Maintenance Technician.

### **QUALIFICATIONS EDUCATION and/or EXPERIENCE, LICENSURE AND CERTIFICATION**

Bachelor's degree (B.A.) from four-year university OR minimum of five years of operations supervisory experience in a warehouse environment (petroleum product distribution preferred).

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, business correspondence, and create and edit procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, employees, customers, prospects, and the 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 concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Required: Michigan Class A & B UST System Operator Certification. Maintains a valid Michigan Driver's License. Must be certified to operate hi-lo and other vehicle equipment.
- Electrician's Journeymen's License preferred.

#### **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 the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job sites (outdoor and indoor): the employee must be able to lift and/or move up to 50 pounds regularly and occasionally lift and/or move up to 100 pounds safely using proper lifting techniques. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The noise level in the work environment is typical of commercial warehouse operations and includes truck and machinery noise. There is some exposure to physical risk typical of these operations including the movement of goods to and from delivery vehicles and storage locations. The employee must always be prepared to work in the 'elements'/Michigan climate-from sunshine and high humidity to wind and snow and subzero temperatures.

Office environment: while performing the duties of this job, the employee is 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, must be able to clearly communicate with coworkers and customers in order to exchange accurate information. The employee must be able to move up to 25 pounds and occasionally up to 50 pounds.

*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.*