



REISNER DISTRIBUTOR

COMMERCIAL FUELING MAINTENANCE TECHNICIAN

REPORTS TO: BILL FURE & DAN AVERILL

This position is NON-EXEMPT from the provisions of the Fair Labor Standards Act and applicable state law.

The **Maintenance Technician** is responsible for safely maintaining, repairing, updating and modifying commercial fueling facility equipment with optimal quality and efficiency.

GENERAL RESPONSIBILITIES

The Commercial Fueling Maintenance position shall have the following, but not limited to, responsibilities:

- Make a positive contribution to Reisner Distributor, its employees, and its customers.
- Work efficiently and effectively to continuously improve Reisner Distributor while providing quality products and superior service to its facilities and customers.
- Work diligently as a productive team member of Reisner Distributor.
- Maintain a clean, safe, and friendly work environment for the benefit of oneself, coworkers, and customers.
- Present oneself in a professional manner. Use proper attitude, attire, and processes which will enhance the profitability of Reisner Distributor.
- Treat customers and coworkers in a friendly, courteous manner at all times.
- Adhere to all policies and procedures as addressed in the Employee Handbook.
- Reisner would provide company vehicle to drive during work hours.
- Reisner would provide tools, and laptop for IT duties/responsibilities.

MAINTENANCE – RESPONSIBILITIES

- Respond to and make necessary repairs as needed to Commercial Fueling locations as well as other facilities and equipment operated by Reisner Distributor. These repairs include, but are not limited to:
 - Fuel nozzle, hose, breakaway, and swivel replacement.
 - Fueling Island spills containment and clean-up.
 - Restroom plumbing issues.
 - Replacing card reader receipt paper.
 - Contacting Comdata regarding card reader issues.
 - Replacing card reader Pin Pad Overlays.
 - Replacing tank monitor paper as needed.
 - Maintaining dispenser hose retractors as needed.
 - Ordering Commercial Fueling parts as necessary.
 - Maintain company Commercial Fueling maintenance records electronically.
 - Maintain company Commercial Fueling testing and inspection records electronically.

- Provide scheduled maintenance at Commercial Fueling locations. These scheduled maintenance items include, but are not limited to:
 - Dispenser filter replacement.
 - Reading and noting Dispenser totalizer numbers.
 - Reading and noting rectifier display reading on a monthly basis at designated locations.
 - Maintaining UST Walkthrough Inspections Checklist at Commercial Fueling locations on a monthly basis.
 - Work closely with Reisner Card Lock personnel to coordinate the scheduling and overseeing card reader software upgrades.
 - Weed control.
 - Prepare Commercial Fueling locations for governmental inspections as well as be on hand to provide information to inspectors.
 - Meet with tank and line testing contractors at Commercial Fueling facilities during testing.
 - Make necessary repairs and/or schedule service contractors the make corrections to any items found to be deficient or in need of repair during tank and line testing or governmental inspections.
 - Take tank monitor CSLD test results and placing in designated location

WORK HOURS

This position schedule is Monday-Friday, 7:00 AM – 4:00 PM (8 hour per day). This Commercial Fueling Maintenance position will, on occasion, be called out after normal working hours and possibly Saturday and Sunday depending on the issue. Any overtime worked will be paid at normal working rate x's 1.5.

PHYSICAL REQUIREMENTS

Must have the ability to normally lift between 15 and 20 pounds and on occasion up to 50 pounds. Must have the ability to stoop, bend, and kneel for example to stock and maintain equipment. Must be able to climb ladder.