**STEPHEN ELLIOTT CO. INC.**

**CONTRACTOR DUTIES OF A FUEL TECHNICIAN**

**Summary**: The primary function of the Fuel Technician is the assist the Driver. There is exposure to various weather conditions, fumes and high noise levels. Compliance with all OSHA, EPA, DOT, requirements including, Company and Customer Safety Policies, procedures and practices.

**Primary Responsibilities and Scope**: The duties of this job consist of helping the driver complete daily safety checks on pumps, hoses, connections, valves and fittings, including overall fuel vehicles and trailer inspections; consistently demonstrate safe loading and unloading of fuels while handling, hooking and unhooking hoses and operating pumps; ability to follow direction and follow stand safety procedures, safely filling tanks of all types and sizes using various size hoses, nozzles, and fittings; accurately completes paperwork as required; and properly utilizes and maintains all client or company fuel cards. Maintain professionalism through working courteously with various supervisor, dispatchers, fellow co-workers and customers.

**Secondary Responsibilities and Scope:** Applicants with prior fueling experience, additional education, prior supervisory experience, or aptitude in technology have the option of further professional development learning to operate and maintain a state-of-the-art automated fueling. Additional compensation along with additional responsibilities would be part of the Fuel Automation Station Operator position. Fuel technicians without experience above can move into this role, contingent upon performance and review by local management.

**Required Experience**:

- Must be 21 years of age or older; no felonies in the last 10 years, no misdemeanors in the last 5 years, no DUI's in the last 7 years.

- Must be eligible to work in the United States. Able to work in a wide variety of weather conditions during the day or night shifts.

- Able to drag fuel hose in and around equipment and complete fuel filling during normal equipment operating conditions during day or night conditions. Able to lift 50 to 100 lbs., climb on ladders and walk on elevated surfaces.

- Must pass pre-employment drug screen.

**Management Experience:**

- N/A

**Required Education & Certification:**

- High School Diploma or Equivalent

**EQUAL EMPLOYMENT OPPORTUNITY:**

-Stephen Elliott Co. Inc. provides equal employment opportunities to all team members and applicants for consulting without regard to race, color, religion, sex, national origin, age, disability, weight and height or military status, in accordance with applicable federal laws.

**Disclaimer:**

The listed statements on this document are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibility of team members assigned to this job to ensure all duties and responsibilities are performed accurately and timely as required.