

## POSITION PROPANE SERVICE DEPARTMENT SUPERVISOR

**PROFILE** *Federated Co-operatives Limited (FCL) is a diverse business operating in the agriculture, food, energy and home and building sectors. Based in Saskatoon, Sask., FCL is owned by independent retail co-operatives from across Western Canada that are committed to local investment, community mindedness and lifetime membership benefits. FCL is involved in wholesaling and manufacturing, including refined fuels and lubricants. It also provides administrative and marketing support to its member-owners. FCL is one of Saskatchewan's top employers and Canada's greenest employers. For more information, visit [www.fcl.crs](http://www.fcl.crs).*

*The Co-operative Retailing System is a network composed of Federated Co-operatives Limited (FCL) and over 200 independent retail co-operatives that help build, feed and fuel individuals and communities in Western Canada. From Vancouver Island to northwestern Ontario and into the Arctic, retail co-ops serve 1.8 million active members and many more customers at 2,500 locations. FCL centrally supplies and supports these retail co-ops. By working together under the CO-OP® brand, we are all committed to local investment, community mindedness and lifetime membership benefits. For more information, visit [www.coopconnection.ca](http://www.coopconnection.ca).*

**POSITION SUMMARY** FCL invites applications for the position of **Propane Service Department Supervisor** located in Meadow Lake (North Sask), Saskatchewan.

The main functions of this position are to investigate and anticipate customers propane heating needs, analyze options for the work to be performed, finding solutions that will work safely and meet all codes and regulations within the gas industry. Schedule and co-ordinate all required service work and installation of propane tanks and equipment that will be completed by department service technicians. Provide positive leadership, guidance and mentorship to all service technicians while ensuring service work is completed efficiently and safely. Focus is needed on ensuring a consistent high level of customer service is being provided and all customer inquiries and concerns involving propane installations or service work are resolved in a timely manner. Complete administrative tasks, provide assistance to annual budget process and maintain inventory control system for tanks, fittings and propane equipment.

**RESPONSIBILITIES** Reporting to the Propane Area Manager, responsibilities for this position include the following:

1. Anticipate and investigate customers propane heating needs, analyze options for the work to be performed and find solutions that will work safely and meet all codes and regulations within the gas industry.
2. Schedule and co-ordinate the completion of all required service work and installation of propane tanks and equipment that will be completed by department service technicians in the three locations of La Ronge, Meadow Lake, and Buffalo Narrows. Ensure that it is done in an efficient, safe and cost effective manner, while providing a consistently high level of customer service.
3. Ensure all service technicians are adequately trained to perform their duties conforming to the Departments Safety Program and all industry safety procedures, policies and regulations are followed and fully documented. Make compliance adjustments as necessary and set up and review annual training plans for employee's development.
4. Ensure inspections are being completed and documented on all required propane facilities and any deficiencies found are being corrected in a timely manner.
5. Ensure a cost effective preventive maintenance program is being performed on all FCL Propane Service Department equipment and rolling stock and all required inspections are completed and documented in departments filing system.
6. Ensure all customer inquiries or concerns involving propane installations or service work are resolved and handled in an efficient and timely manner.
7. If/when necessary take part in the apprenticeship program by apprenticing gasfitter apprentice(s). Adhere to all of the requirements of this program to ensure the apprentice is mentored and trained in an acceptable manner.
8. Complete daily administrative tasks including weekly and monthly reports, and assist Area Manager with annual budget process. Maintain inventory control system for tanks, fittings and propane equipment.
9. Other duties as assigned.

**REQUIREMENTS** The successful candidate will have a General / Commercial Gasfitters License and 1 to 3 years supervisory experience with a proven track record demonstrating teamwork and problem solving skills. Experience in

# Career Opportunity



You're at home here.

Energy Service industry is an asset. WHIMIS, TDG, Crane Training, Fire, Class 3 Drivers License is required.

*\*A COMBINATION OF RELEVANT EDUCATION AND EXPERIENCE MAY BE CONSIDERED.*

FCL offers a competitive salary, ongoing personal and professional development, and the opportunity to work with one of western Canada's most successful organizations.

**DEADLINE** Please submit a detailed resume in confidence on or before **November 10, 2016**

**TO APPLY** **Submit your resume to [careers@fcl.ca](mailto:careers@fcl.ca). Please indicate position applied for in "Subject" line.**

Talent Acquisition Specialist,  
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WE THANK ALL CANDIDATES FOR THEIR INTEREST, HOWEVER,  
ONLY THOSE SELECTED TO CONTINUE IN THE SELECTION PROCESS WILL BE CONTACTED.

==== *Join Our Team!* =====