

**TED JOHNSON PROPANE
Job Description**

Job Title: Scheduler
Reports To: Julie Johnson, President
FLSA Status: Non-Exempt

SUMMARY

We are looking for an analytical yet personable person for ten propane delivery route drivers and servicemen who can assign delivery and service routes according to factors such as previous usage, storage capacity and geographic location.

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

Interview callers for service requested (from customers or sales dept).

Schedule and dispatch servicemen to perform forklift cylinder and storage tank inspections, installations and repairs on site.

Convert repair orders into invoices and maintain tank rental agreements.

Re-schedule propane deliveries as customer usage changes to improve efficiency.

Investigates overdue vehicles and overtime.

Manage and control parts inventory.

Manage point of sale register.

SUPERVISORY RESPONSIBILITIES

None

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; or five or more years related experience and/or training; or equivalent combination of education and experience. Must have advanced computer skills with MS Office and accounting software. No propane experience required, we will train.

PAY & BENEFITS

Competitive salary and bonus. Company paid health benefits for employee and family. Profit sharing and 401k plan. Professional environment in a successful family business.

Hours: Monday through Friday 8am – 4:30pm

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulation. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from general public, customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in everyday situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to successfully work with and motivate people.

CERTIFICATES & LICENSES

Valid California class C driver's license and excellent driving record.