



Car Wash/Maintenance Technician

Pacific Convenience & Fuels is a growing and innovative company in the gas station/convenience store industry. We currently operate over 200 gas stations and convenience stores in 5 states, with the desire to continue to grow. Our corporate office is in San Ramon, where we are looking for a Car Wash/Maintenance Technician to maintain our car washes, gasoline stations and corporate office throughout California.

Responsibilities Include:

- Conduct monthly PM maintenance on Car Wash systems
- Repair, maintenance, testing, and troubleshooting of all types of gasoline dispensing equipment, various recovery systems, and related equipment. The functions include a working knowledge of automated and control systems (i.e., point of sale consoles, card readers, tank auto-gauging systems, and cathodic protection systems).
- Assist in conducting Physical Inventory process for the company retail sites and perform Fixed Asset verification and update for all company fixed assets to ensure accurate property records by using the equipment transfer form to enable accurate and current P&L tracking.
- Transport and transfer equipment to and from company and other stores as needed.
- Respond to emergencies in a timely fashion. This will include calls outside normal working hours.
- Perform general repair and maintenance of facilities at retail locations. This would include but not be limited to work on lighting systems, air/water dispensers, signs, minor building repair, painting, and plumbing.
- Perform site reviews and inspections. If possible, repair and/or correct items while on site. If items lie outside capabilities and/or require materials not on site, follow the proper procedure for placing item(s) on the Company repair list.
- Work with contractors as required, and as directed by supervisor, to accomplish tasks at Company facilities.
- Coordinate activities with facility operators to ensure all parties are informed of what is happening, when, and why.
- Coordinate activities to minimize facility disruptions.
- Work with multiple departments and personnel within the Company including Retail Operations team, Engineering representative, and ESD personnel.
- Provide shipping and receiving functions for headquarters building and maintain appropriate documents for tracking.
- Provide daily, and as needed, office maintenance, including lighting and minor electrical repairs and cleaning for headquarters building.
- Provide necessary paperwork in a timely, efficient, and effective manner.
- Perform all tasks in a safe and environmentally responsible manner and in compliance with rules, procedures, and regulations.
- Demonstrates a high degree of ethical business practices, which exhibit respect for utilizing the viewpoints and perspectives of a diverse group of people whose race, ethnicity, gender, age or culture reflect the marketplace and communities in which the Company conducts business.

General Experience Required:

- High School graduate or equivalent.
- Knowledge of Car Wash systems
- Demonstrated capabilities in maintenance and repair of retail petroleum distribution facilities.
- Knowledge of retail business processes and requirements.
- Provide excellent customer service and focus to both external (operators, suppliers) and internal (Marketing, Real Estate and Property Management department, ESD, et al).
- Has flexibility to perform other business functions as required by the company.
- Attendance at trade schools and/or vendor training. Emphasis on electronics, plumbing, petroleum distribution equipment and related fields.
- Demonstrated experience in working on/with petroleum dispensing and related equipment (in particular Tokheim, Wayne, Gilbarco dispensers and point of sale systems); 3 – 5 years experience.
- Demonstrated effective mechanical/electrical maintenance and repair capabilities; 3 – 5 years experience.
- Ability to effectively use troubleshooting equipment, such as: electrical testers, proving apparatus', pressure testing equipment, and other relevant tools/equipment to accomplish the task; 3 – 5 years experience.
- Demonstrated intermediate to advanced-level Microsoft Word, and Excel. Must be able to use email, and the internet and be able to demonstrate proficiency with computers, word processing, spreadsheets, databases, e-mail, store automation systems, and other technological tools.
- Strong attention to detail and deadlines with demonstrated successful record of achievement; 3 – 4 years experience.
- 40-hour HAZWOPER certification; must be kept current.
- Ability to perform manual labor and perform physically demanding tasks in inclement weather.
- Ability to lift 50+ lbs repetitively.
- Must not be afraid of heights.
- Overtime and after hour callouts are a requirement with this position.
- Overnight and out-of-town stays may be required.
- Infraction free driving record.
- Must demonstrate proper lifting, pushing, and reaching techniques.