



Job Description

Job Title: Fill Plant Associate Tier 1

Purpose: To work every day in a way that actively supports and accomplishes the goals of the company.

Reports To: Director of Operations, Fill Plant Manager

Objective:

To prepare compressed gas cylinders and fill packaged gas products in a safe and efficient manner that meets demand volume, and is also on-time, ensuring the gas is of the highest quality, meeting or exceeding specifications; while also following safety policies, standard procedures and meeting compliance requirements at all times.

Critical Customer Requirements (Safety, Quality, Delivery, Cost):

At the time of filling: confirm that the packaged gas assets are available and operating properly and as designed; marked and labeled correctly, and that the product meets all required specifications; ensures assets are filled and available for shipping at a rate that meets gas demand without sacrificing safety; and all is done efficiently as possible.

Who we Serve:

External Customers: AllTex End-User Customer, Vendors

Internal Customers: AllTex Coworkers, Outside Salesmen

Critical Success Factors (core requirements of the job):

- ✓ Safety and Compliance – Conducts all Fill Plant processes safely, following procedures and complying with regulations.
 - ✓ Timely Prep and Filling of Gas-Related Assets – Prepares and fills gas-related assets in a timely fashion in order to meet customer demand in a timely manner, safely and efficiently. Multi-tasking as needed.
 - ✓ Accurate Cylinder Preparation and Filling – Consistently inspects cylinders following set procedures, ensuring good quality stenciling, marking and labeling. Fills cylinders according to procedure with emphasis on quality.
 - ✓ Effective Cylinder Handling and Organization – Sorts inbound and outbound cylinders in a timely manner. Keeps areas where cylinders are filled, sorted, and stored highly organized in order to be efficient.
 - ✓ Equipment Maintenance – Maintain plant-related cylinders and equipment, ensuring good working order and excellent asset appearance.
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- ✓ Safety & Compliance – Zero Safety violations. Consistently follows procedures, uses good judgment, and reports unsafe acts or conditions.
- ✓ Process Improvement – Actively engaged in and supports AllTex’s Organizational Excellence Program and the continuous improvement of work processes. Faithfully follows Standard Operating Procedures as changes and improvements are made.
- ✓ Teamwork – Works in the spirit of teamwork and cooperation. Offers ideas in a manner that is positive and that considers others.

General Employee Expectations (Competency and Behavioral Dimensions):

- Safety - Perform all duties in a safe manner. Recognize, correct and/or report unsafe conditions.
- Attendance - Maintain punctuality and meet or exceed the attendance standards as set by the company policy.
- Conduct – Exhibit professionalism at all times. Exhibit respect for all people. Exhibit respect for the workplace.
- Productivity - Meet or exceed the standards of each assigned duty.
- Teamwork – Accomplish all assignments in cooperation with fellow employees with a problem-solving, team-oriented attitude.
- Quality – Sustain a high level of quality in all tasks, services, and job functions.
- Process Improvement – Recognize that each task can be improved upon for the betterment of the employee and/or company and work toward that improvement.
- Training – Take full advantage of available training to ensure success in your job. When possible, assist in the training of fellow employees in order to ensure their success.
- Facilities – Utilize company equipment and facilities respectfully. Additionally, all employees are expected to keep the workplace clean and organized.

Responsibilities:

- Fill and sort cylinders, following all Fill Plant procedures and safety policies faithfully, complying with DOT, OSHA and AllTex requirements.
- Optimally organize the storage of cylinders and assets (full and empty) in order to ensure efficient product flow through the plant.
- Practice and promote a high level of quality awareness and quality control in all filling and maintenance processes.
- Ensure plant equipment is operating at top efficiency by monitoring and comparing daily production levels with design specifications and capacities. (looking & listening for pump wear.)
- Working proactively to properly maintain fill plant assets. Ensure proper working order, marking and labeling of cylinders and equipment and excellent appearance.
- Load and unload trucks and pallets as needed to ensure daily demand is met.
- Monitor and update gas stock.
- Other duties as assigned.

Specific Requirements (Education, Experience, Skills, Training - Certification):

- High school diploma or general education degree (GED) required (work experience may be substituted)
- Must pass pre-employment DOT drug screen, and subsequent random screening.
- Must be capable of calculating pallet weights and balance the load when loading a truck.
- 0-3 years of welding supply related experience preferred.
- Possession of or able to obtain Texas RRC Propane Filler License preferred
- Must be capable of working in diverse and often unpleasant weather and work conditions
- Must be able to clearly communicate and interact with customers and coworkers.

Intangibles & Attributes:

- Stable work history
- Reliable, productive and with good attendance
- Possess good organizational skills with a superior attention to detail
- Ability to multi-task, while prioritizing effectively in order to meet all commitments
- Demonstrate ownership in areas of responsibility, going the extra mile
- Work at a steady, productive pace, with urgency as required, but safely at all times
- Self-directed, needing minimal supervision

Physical Requirements

- While performing the essential duties of this job, the employee is regularly required to stand and walk on concrete for extended periods of time. The employee may also bend, kneel and use hands and arms. The employee must regularly lift weights of 70 lbs. and push weights up to 4000 lbs. (12 packs and pallets of wire) with the aid of material handling equipment. The employee also works near moving mechanical parts. The employee is regularly exposed to outside weather conditions.

Required PPE

- Safety glasses and/or visors when required
- Steel toed boots (or approved composite material)
- Gloves when required
- Fire Retardant Clothing

Employee Acknowledgement

I have read and understand the job description requirements. I acknowledge that I can perform the essential job functions and minimum job requirements with or without accommodation. I understand that my employment is "at will" and that my performance will be measured primarily by the job description. I further acknowledge that I will report any unsafe acts or conditions and will work safely at all times.

Employee Name (print)

Signature

Date

