

Title: <b>Fuel Management Specialist</b>	Effective Date: June 17, 2023	Grade: XII	Job Category: Technician
Prior Title: Fuel Management Technician	Prior Effective Date: June 19, 2021	Grade: XII	Page: 1 of 1

### ***CHARACTERISTICS OF WORK***

Under direction of the Division Head and Equipment and Procurement Officer, this position is responsible for performing all administrative and technical assistance necessary for maintenance, diagnosis, and repair of the Department’s Fuel Management Programs including FuelMaster and Veeder-Root assets and software.

### ***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Monitor FuelMaster and Veeder-Root software by remote access for unit messages and alerts concerning No Pulse Timeouts, Prompt Timeout, Message Duration, Zero Quantity Shutdown and Reset, etc.
- Access unit operational data and settings to research probable causes for system failures and decide the appropriate measures to apply for resolution.
- Communicate with IT to troubleshoot and repair networking issues pertaining to Fuel Master Units (FMU) and Tank Monitoring Units (TMU).
- Communicate with FuelMaster and Veeder-Root vendors to order repair parts for FMU and TMU units.
- Communicate with Department personnel regarding the fuel management system or related components.
- Replace network cards, EAPro boards, motherboards and any networking equipment necessary for the operational stability of the FMU and TMU units.
- Advise Districts and Divisions in all matters pertaining to Fuel Management, including the Department’s reporting to the Arkansas Department of Environmental Quality (ADEQ).
- Maintain TMU settings for compliance with ADEQ and Environmental Protection Agency (EPA) Regulations.
- Monitor monthly leak detection reports to verify systems are in compliance with ADEQ requirements.
- Maintain verified user list and badge numbers for the FuelMaster system.
- Maintain and update approved vehicle user list for the FuelMaster system.
- Remain current on latest industry technological advancements in fuel management system software and applications as well as changes in regulations governing fuel storage compliance.
- Inspect each fueling site on an annual basis to ensure compliance standards are maintained.
- Maintain current knowledge of technology and operational functions and procedures.
- Provide management with necessary recommendations for future fuel management strategies.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Related experience with bulk fuel sites and inventory processes, including installation, repair, maintenance and operation of software applications and networking equipment, or similar experience.

Title: <b>Fuel Management Specialist</b>	Effective Date: June 17, 2023	Grade: XII	Job Category: Technician
Prior Title: Fuel Management Technician	Prior Effective Date: June 19, 2021	Grade: XII	Page: 2 of 2

Knowledge, skills and abilities: Ability to interpret and apply Departmental policies and procedures. Thorough familiarity with fuel management systems, including basic ADEQ and EPA compliance reporting. Knowledge of bulk fuel sites, bulk fuel inventory and reconciliation, or similar. Leadership qualities and the ability to communicate orally and in writing with individuals and groups regarding fuel management system components and capabilities. Well-developed sense of urgency and follow-through. Thorough familiarity with PC based internet and software applications. Thorough familiarity with the operation of personal computers and Microsoft Word, Excel, Access, Power Point, and Outlook. Ability to organize, prioritize and multi-task. Knowledge of computer hardware components.

Physical requirements: Ability to lift minimum 50 pounds with or without reasonable accommodation.

Working conditions: Constant statewide travel (“Constant statewide travel” for this position means overnight travel up to four nights per week depending on project locations). Ability to perform assigned duties in all types of weather as well as other work conditions, e. g. noise, dust and fumes.

Licenses, registrations and certifications: Valid driver’s license. Must obtain a Customer Service Representative (CSR) certification from SynTech Systems, Inc. within 365 calendar days of hire. Failure to obtain the required CSR certification within the 365-day period may result in immediate termination.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**