



# ESTELLINE COMMUNITY OIL CO.

Main Office  
PO Box 189  
Estelline, SD 57234  
Phone 605-873-2375  
Toll Free 1-888-201-5125

Branch Office  
104 Main St. E  
Castlewood, SD 57223  
Phone 605-793-2661

Date: 5/26/23

**Job Description:** Castlewood Station Manager

## **Job Purpose:**

Estelline Community Oil Co. has an opportunity available to join our team as a **Station Manager at our Castlewood branch.** We are looking for a motivated individual to Manage our service and fuel station in Castlewood, SD. This position focuses mainly on servicing all makes and models of vehicles, primarily with; oil changes, battery replacement, tire repair/change, and other light duty mechanic work. It also includes other more general duties such as; managing the daily transactions of the business, open/close processes, working the front counter, inventory management, pumping gas, snow removal, etc. Estelline Community Oil Co. offers all employees opportunities for cross training and advancement. Excellent time management, communication, organization and attention to detail are essential skills for this opportunity.

## **Job Responsibilities:**

\*Under the supervision of the General Manager...

- Provide primary support in our Castlewood station including; supervising other employees, open and closing the station, managing cash/receipts tracking and deposits, store clerk, inventory management, safety and security, maintenance, etc.
- Diagnose, inspect and repair all makes and models of automotive vehicles, road test customer vehicles when needed and provide labor and time estimates for required or recommended automotive repairs.
- Perform routine vehicle tune-ups, maintenance, repairs and other service including but not limited to; oil changes, tire changes/repairs/rotations, battery checks and replacement, belt checks and replacement, brake repairs, fuel fills, etc.
- Perform work as assigned by General Manager with efficiency and accuracy, asking questions and seeking guidance when needed to ensure work is completed in accordance with company standards
- Document work performed, labor hours and products used, clearly on service tickets. Advise customers if additional work is needed, if you believe work requested is not needed, or if repairs cannot be completed within the time or cost originally estimated. Engage General Manager when needed to address any issues.
- Ensure customers' cars are kept clean, undamaged, and without changes to the comfort, convenience systems or audio system settings. Notify General Manager if anything causes a change to the appearance or condition of the vehicle.
- Attend additional school/training classes when possible.
- Comply with attendance, punctuality, and timekeeping standards.
- Basic shop/warehouse duties: product storage and organization, run forklift, shipping/receiving, housecleaning, safety, cleaning/maintenance of outside storage areas, assist with other outdoor maintenance duties as needed, etc.
- Maintain the highest professional standards of Customer service and work with all customers and other company employees in a friendly, courteous and professional manner.
- Utilize company vehicles for deliveries, training, etc.
- Other duties as assigned.

## **Job Requirements:**

- Normal station hours are 7:30am to 5:30pm M-F and 7:30am to Noon on Saturdays for Estelline and Castlewood branches.
- Service department hours are 8-5, M-F. Any work required outside these hours is to be scheduled and approved in advance by the General Manager. Willingness to work flexible hours is preferred, mandatory overtime may be required during peak times, overtime is paid after 40 hours outside of normal working hours.
- High School Diploma or equivalent required. 2+ year degree in auto service, business or other related field preferred.
- Strong Mechanical aptitude, troubleshooting skills and knowledge of automotive diagnostic and repair equipment preferred.
- Must have a valid SD driver's license.
- Must be willing to operate a forklift, skidsteer and pick-up while pulling a trailer behind.
- Ability to lift 50-75lbs, sit or stand for long periods of time, and work at elevated heights at times.
- Ability to work well with others, flexible, focused on providing a high level of quality and customer service
- Provide your own tools and toolbox if possible. The company has basic tools that are available for use at any time by all employees, any additional tools needed must be requested and approved in writing by General Manager prior to purchase.
- Compensation is commensurate with required job tasks and is competitive for this type of position. Additional consideration given to compensation depending on flexibility and experience.
- Position provides ample opportunity for advancement, future employment and ongoing training and education.