

JOB DESCRIPTIONS

Job Area: BEC SUPPORT
Job Name: Propane
Duration (Yrs): 2
Required Time:
Skills:
Date posted: Oct. 9, 2013
Posted by: Roy Gray SIR #91

Detail Description:

The responsibility of this position in SIRs is to communicate with J S West Propane General Manager, Dana Mayo, to have new member names added to the program and also to keep current on our verbal pricing agreement with J S West.

The communications involve periodic phone calls to Dana to understand pricing differences, if any, and to meet with him and understand their business issues with the special pricing that we get. Currently, Oct. 2013, our agreement is to receive a price based on the internet listed price at San Francisco plus .65 cents per gallon. I monitor this internet price at: <http://dgs.ca.gov/pd/programs/leveraged/contracts/fuelposting.aspx> and this gives me the basis for the SIR price that I report each meeting. The pricing on this website is updated weekly and is shown by day.

In this position, I gather names of those who wish to be included in our propane program and forward those names to Dana Mayo, via email, for his approval. When received, I contact the SIR member to inform them that they have been added.

I maintain a computerized Excel list, based on the SIR membership list (it contains all the same information) to keep track of how many members are included in the program. Currently, Oct. 2013 there are 109 members included. Periodically I will send a copy of my list to Dana Mayo to confirm that we are in total agreement with the number of participants. I maintain this list as new names are added and as members leave our organization or pass away. Changes are monitored based on email updates received from the Membership Chairman. I also access the Sirtwain.org website to check my list against the current membership list.

We do not want to be perceived as getting names on our SIR membership for the sole purpose of getting a discounted propane price. Our goal must continue to be to gain members that are willing to participate in the SIR programs and support the organization. Since we operate with only a verbal "gentleman's agreement", if we were perceived to be undermining the J S West business, our agreement could be cancelled immediately. It is therefore to our advantage to keep very good relations with the company. This includes having our membership not going about "bragging" about what a great deal we get. This has happened and it puts Dana in a very awkward position when he gets a phone call from a disgruntled neighbor.

I might note that at the time of preparing this "Description of Duties", there is no backup member in place. If I am not available for a meeting, no pricing is presented and no update is given for the program.