

Job Description



Position Title: Shop Technician

Classification: Hourly

Reports To: Shop Supervisor

Type: Permanent, Full Time

Date: 03/25/2024

Position Summary

This role is to work side by side with the Shop Supervisor to ensure that equipment, tools, and personnel are prepared to mobilize and execute High Voltage Field Projects.

Essential Job Functions

- Tools and equipment repair, maintenance, calibration, and/or replacement.
- Organization, maintenance, and housekeeping of shop and storage spaces.
- Scheduling of contractors for maintenance and repairs of equipment.
- Organize and track Truck, Trailer and all vehicle maintenance and repairs.
- Support services such as parts requisitioning, PO placement and receiving
- Schedule and coordinate equipment and tools.
- Assist with Rig, Trailer, and Fleet Maintenance
- Assist with all shipping and receiving functions including safely operating shop forklift for loading and unloading of delivery vehicles
- Assist with Rig, Trailer, and Fleet Inventory
- Assist with onsite Transformer Maintenance and Storage

Qualifications

- 5 – 10 years of experience in a related position.
- Flex hours when needed.
- Up to 25% travel, including international travel
- Must have legal authority to permanently work in the U.S.

Additional Functions

- Proficient in the use of various MS Office programs, including Word, Excel, PowerPoint, and Outlook.
- Proficient in the use of a variety of general office equipment and skilled at typing at a speed necessary for successful job performance.
- Knowledge of communication principles and practices.
- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Ability to analyze and resolve problems in a logical and effective manner.
- Ability to simultaneously manage multiple job assignments.
- Ability to communicate clearly and concisely, both orally and in writing.
- While performing the duties of this position, the employee is frequently required to sit, stand, walk, communicate, reach and manipulate objects.
- Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds.
- Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment.
- Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

Job Description

***** This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. Qualifications are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will basis".***