

Job Description

Position Title:

Field Service Technician / Shop Fabrication Technician

Basic Function:

The basic function of the Field Service Technician /Shop Fabrication Technician is to ensure the timely and quality installation and service work performed by the Company and also, from time to time, be called upon to serve in the shop fabrication technician capacity to ensure the timely delivery of fabrication work for clients.

Reporting Relationships:

This position reports to, and is accountable to, the Head of Field Service and Field Service Technician Supervisor when working in the field and to the Shop Foreman when working in the fabrication shop.

Job Requirements:

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position.

Education	Required high school diploma or GED equivalent. On the approval of the President, demonstrated work experience will be considered in lieu of high school diploma. Must be fluent in the English language (read/write).
Licensing	Required valid driver's license
Experience	Preferred 1 or more years of custom or manufacturing/metal fabrication experience in an equivalent mechanical related Company.
Skills Required	Preferred competency with various welding methods with various metals including both gas and arc welding, competency with sheet metal forming, cutting, shaping, shearing, punching, drilling, stamping machines, competency in interpreting engineering drawings or blueprints, competency in the safe use of various power and hand tools. Required mechanical and mathematical aptitude.
Physical	Required full use of all body motions including abilities to work in enclosed spaces, work at various heights and depths, varying temperatures both indoors and outdoors. Must be able to lift 80lbs.
Working Conditions	Required ability to work either indoors or outdoors in non-climate controlled conditions, high noise levels, dusty and dirty work environments. Required ability to travel to Customer locations in all types of weather conditions. Preferred amenability to work all shifts, weekends and holidays. Must be able to work alone or as a valued member of a team.

Authority:

The Field Service Technician / Shop Fabrication Technician is selected and appointed by the Head of Operations and has been delegated the authority required to successfully accomplish all of the duties and responsibilities of this position.

Duties and Responsibilities:

1. Perform accurate metal cutting, shaping, forming, shearing, punching, drilling and stamping activities as per engineering drawings or blueprints.
2. Perform custom or prototype metal fabrication tasks or mechanical engineering system assembly tasks as per engineering drawings or blueprints.
3. Ensures that all completed jobs or projects are personally inspected, completed as per specifications and can meet or exceed quality standards.
4. Perform high quality and timely mechanical systems installation, plant maintenance of mechanical systems, or mechanical engineering retrofit services.
5. Ensures that at the end of the workday, the work area is free of debris, tools are put away, swept and cleaned, all machines and tools are cleaned and turned off and the work area is generally left in a state that does not create a safety hazard to other employees.
6. Communicates openly both verbally and in writing, with supervisors, management and customers.
7. Follows mechanical system installation instructions.
8. Operates forklifts, company-owned delivery vehicles, service vehicles, lifting devices in a safe manner at all times.
9. Operates machine brakes, drills, threaders, shearing machines, saws, plasma cutting machines, rollers, punching machines, stamping machines according to established shop procedures and in a safe manner at all times.
10. While at the customer's place of business, acts and behaves in such a manner that does not jeopardize the company's credibility or business relationship with the customer, does not cause and create unsafe working conditions, adheres to the customer's safety requirements and is not in direct violation of the company's policies and procedures.
11. While operating a company vehicle, acts and behaves in accordance with the rules of the road, not under the influence of alcohol or impairing drugs or medications and in complete accordance with the company's stated policies and procedures.
12. While operating a service vehicle ensures that the vehicle is equipped with the proper complement of tools and service related materials.
13. Demonstrates integrity and honesty in dealing with other people.

14. Perform any other task or assignment as may be assigned from time to time by the Head of Field Service or Shop Foreman.

Measures of Performance:

This position shall be deemed to be performing in an acceptable manner when the following have been accomplished:

1. Has successfully completed all company job skill and safety training curricula.
2. Continually maintains an error rate of less than 5%.
3. Demonstrates the desire to adhere to company and the customer's policies and procedures, standard procedures and practices, and all safety regulations.
4. Demonstrates the desire to act as a team player.

Acknowledgement:

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each responsibility. I also agree management retains the right to change this job description at any time.

Employee Name (print) Employee Signature Date

Manager Name (print) Manager Signature Date