



POSITION DESCRIPTION

SHOP TECHNICIAN I (INTERN)

STATUS: Active

VERSION: Original

APPROVED BY: President

DATE: 6/21/2016

BASIC FUNCTION

The successful candidate demonstrates excellent knowledge of light to heavy truck systems particularly related to fire apparatus service. Is capable of multi-tasking and prioritizing work load with a focus on meeting customer deadlines and performing high quality work in a consistent manner. Understands and is familiar with metal working machinery, welding, paint and body work as well as vehicle mechanical and electrical systems.

ORGANIZATIONAL RELATIONSHIPS

Reports to:
Shop Operations Manager

Supervises:
None

DUTIES AND RESPONSIBILITIES

1. Prioritizes daily work based upon schedule and work load. Communicates with management on needs necessary to perform scheduled work and maintains accurate records on how daily resources are utilized to complete assigned work. Maintains accurate listings of materials and hours worked on each job. Completes job records in a manner that accurately reflects resources utilized in execution of all jobs and conforms with NFPA documentation requirements for refurbishment of fire apparatus.
2. Designs and builds vehicle systems and bodies as required to meet customer specifications. Possesses knowledge of metal working, forming, cutting, bending, grinding, lathe work as needed to provide a high quality apparatus that complies with written specifications, job requirements, and safety concerns.
3. Performs pump testing, installations, and maintenance activities for vehicle pump systems.
4. Understands vehicle electrical systems and provides support to electrician. May include, but is not limited to preparing wiring harnesses, trouble shooting electrical systems, providing assistance to electrician during vehicle assembly.
5. Performs forming, welding, and fabrication work as required by work load. Performs maintenance and repair of welding equipment as needed.
6. Performs vehicle assembly and disassembly as needed. Understands importance of documenting processes via photography, diagrams, etc. to ensure proper reassembly of vehicles in a timely manner.
7. Operates various shop machinery in a safe and efficient manner. This machinery includes, metal forming (Brake, and Shear), lathe, drill press, various jacks, etc.

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8. Performs paint and body work operations as required by work load and vehicle schedule.
9. Performs shop cleaning and maintenance as required. Performs daily, weekly, and monthly cleaning and maintenance of shop as well as break areas. Works with other associates to maintain shop equipment and keep it in good working order.
10. Assists with pick-up and delivery of fire apparatus, minimally capable of safely operating fire apparatus within site boundaries.
11. Maintains true and accurate records on materials utilized, and time spent on every job. Accurately reports time on weekly time sheets to ensure accurate records of time and materials spent on every job.
12. Maintains a neat, tidy, and safe working environment, paying particular attention to identifying impact of actions on the safety of oneself and other co-workers.

STANDARDS OF PERFORMANCE

1. Works effectively and maintains good and positive working relationships throughout the organization, and with external contacts, e.g. customers, suppliers, and other external contacts.
2. Promotes teamwork.
3. Successfully manages and prioritizes assigned work to be completed on-time and with a high level of quality.
4. Is self-directed and works independently under pressure, meeting tight deadlines and looking for opportunities to contribute to the success of the organization.
5. Possesses strong problem identification and resolution skills and cooperates to quickly resolve issues that come up.
6. Demonstrates strong analytical skills.
7. Accepts challenges, identifies needs, and willingly works on new projects.
8. Performs work with a high level of quality, is attentive to detail, focused, thorough, and accurate.
9. Demonstrates flexibility and seeks work when down time occurs.
10. Demonstrates strong interpersonal, oral and written communication skills.

MENTAL AND PHYSICAL REQUIREMENTS

- CANDIDATE MUST HAVE OWN TOOLS, SUFFICIENT TO PERFORM ASSIGNED TASKS.
- Ability to maintain high level of visual attention and mental concentration for significant periods of time.
- Math ability commensurate with the job duties.
- Ability to safely and properly operate plant equipment, machines, tools, and office equipment necessary for job.
- Capability to properly and safely lift 40-75 Lbs.
- Demonstrates willingness to learn new job functions.

EDUCATION, TRAINING, AND EXPERIENCE

- High School education or verifiable equivalent.
- 2-5 years of previous experience in shop, automotive or truck, maintenance, repair, or paint operation.
- Holds or is eligible for certification under ASME, CEVT, AWS, desirable
- Must have valid driver's license with a clean driving record. CDL is highly desirable.

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