McQuade & Bannigan Inc.

JOB DESCRIPTION

Job Title:	Service Technician	**FLSA Classification:**	Non-exempt
Department:	Repair	**Reports To:**	Service Manager

Job Summary:

Diagnose and perform repair and planned maintenance work on all gas & electrical machinery and equipment ensuring service meets all customer, quality, and industry standards and requirements. Maintain accurate records of all maintenance and repair work performed on equipment.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

Dismantle defective machinery, install parts and complete repairs on equipment using various hand and power tools. Test machinery operation following repair

Examine machinery or equipment for defects. Identify reason for malfunction, determine the correction, and make a recommendation. Confer with customers to communicate cost estimate, job progress and answer questions.

Research part numbers for price quotes via various vendors and suppliers and order parts from contracted vendors by entering orders into the computer or by placing over the phone.

Clean and lubricate shafts, gears, gaskets, and other parts of machinery.

Maintain accurate work orders of all maintenance and repair work performed on equipment documenting all parts and labor costs.

Return repaired equipment to completed room and put completed work orders in basket.

Maintain the work area in a clean and orderly condition and follow prescribed safety regulations. Provide support to coworkers and perform related duties as required to meet department and or company objectives.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Minimum Qualification Standards:

- High school diploma or GED required.
- One year vocational or technical training in mechanical repair required.

Knowledge, Skills, and Abilities:

- Ability to diagnose mechanical problems and perform repairs.
- Ability to use appropriate power and hand-held tools and diagnostic equipment to repair, replace, and test equipment.
- Ensure all maintenance and repair work is performed accurately and efficiently to prevent injury to staff and damage to equipment.
- Ability to work independently with minimum direction.
- Strong analytical and problem solving skills.
- Must have knowledge of basic math and reading skills.
- Ability to interpret an extensive variety of operating and maintenance instructions including reading and interpreting safety regulations.
- Ability to gather data, compile information, and prepare routine paperwork
- Some analytical ability to gather and summarize data, find solutions to various administrative problems, and prioritize work.

Equipment, Machines and Software Used:

This position requires the regular use of a computer, printer, photocopier, fax machine, grinder, and various hand and power tools. Must wear safety glasses, safety shoes and hearing protection when performing certain job duties.

Mental and Physical Requirements:

- Close mental and visual attention required for performing manual work, machine operations, set-ups, inspections, and adjustments that require frequent decisions to detect and adjust for variance from proper operation.

- The employee is regularly required to stand for extended periods of time, sit, walk, talk, hear, use hands to finger, grasp, handle, feel, push, pull, reach, crouch, bend, or kneel, climb, and perform repetitive motions.

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Environmental Conditions:

Work is performed in a shop environment. The worker is exposed to temperature changes (inside and outside), noise, odors, oils, dust, fumes, vibration, hazardous materials, potential for physical injury, and proximity to moving mechanical parts and vehicles.

Disclaimer:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

I acknowledge that I have read this job description and have received a copy for my records.	
Employee Name:	
Date:	