

EQUIPMENT SERVICE TECHNICIAN

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Job Code:	412	Division:	
Branch:		Department:	TECHNICAL - IN
Reports To:	Technical Svcs Manager	Pay Grade:	
FLSA Status:	Non-Exempt	Employee Type:	ON CALL ONLY
Prepared By:	Edward Azcona	Date Prepared:	11/12/2014
Approved By:		Date Approved:	

Summary

Maintain and record maintenance of client and STS equipment including and not limited to gas monitors, fire extinguishers, emergency lighting, air trailers, SCBA, SAR, air cylinders, air compressor calibration gas and fire suppression systems. Must be willing to provide outstanding customer service, reflect positive attitude, and have the ability to work independently and as part of a team.

Essential Duties & Responsibilities

- Service extinguishers promptly and within NFPA 10 standards
- Schedule extinguisher pick-up and drop-off
- Schedule equipment pick-up and drop-off
- Make service calls to prospective clients for estimating purposes
- Maintain company vehicle and work areas.
- Air sampling of air trailer or compressors when necessary.
- Maintaining STS equipment related to their jobs in good repair.(ie. air monitors, docking stations for monitors, rental equipment, air trailer, fire protection equipment.
- Professional appearance and grooming
- Ability to maintain privacy and confidentiality
- Follow at least all minimum standards regarding equipment
- * Report client complaints utilizing the STS Client Complaint Form

Other Duties

All employees are required to be productive during working time, and to support the overall operation of the business. Any employee may be assigned to any work outside his or her job classification on an as-needed basis, so long as the employee is qualified to perform the work. Upon request, employees will participate in cross-training to enable them to support other segments of the business.

Qualifications

High School graduate or equivalent
Valid Driver license in good standing
Maintain personal auto insurance at all times
Good mechanical skills and proper use of tools
Desire to complete extinguisher training and certification
Ability to communicate in person and in writing, using proper English

Physical Demands

Ability to lift 70 lbs; bend, stretch, twist, and squat; sit or stand for extended periods, and to use a ladder safely.
Work indoors and outdoors all year long without disturbing clients business

Training Expectations

To be achieved by first year and maintained as required:
-OSHA 10 hour training
-ICC certification for Portable Fire Extinguishers
-Haz-Mat awareness level
Any other training necessary to do your job.

It is your responsibility to keep all certifications up to date.

Financial Responsibilities

- *Limited to use of company gas card
- *Knowledge of current prices for technical services
- *Capable of generating a simple invoice in the field using a job order form (ie. service call charges plus tagging fee in field.)
- *Ability to take various forms of payment and keep information secure.

Communication

1. Reports to Technical Services Manager
2. Attends monthly meetings
3. Improve your skills and knowledge as needed (new equipment and standards)
4. Computer Based Database entry
5. Proficiency using email (writing, sending, attaching files)

Work Environment

Indoor as well as outdoor - at times during inclement weather
From residential client properties to industrial environments

Equipment Used

Any STS motor vehicles they are licensed to operate and have approval to use, fire extinguisher refill station, high pressure compressor(s), calibration stations, power tools and any other equipment necessary to complete their job safely.

Terms of Employment:

All employment at Safety Training Services, Inc. is considered "At Will". This position requires a mandatory 90 day probationary period.

Employee's Signature

Date