

Shop Person Job Description

The primary purpose of this position is to improve the overall productivity of the service and installation department by being more organized and efficient. Must be 21 years or older in order to be able to drive company vehicles.

DUTIES AND RESPONSIBILITIES:

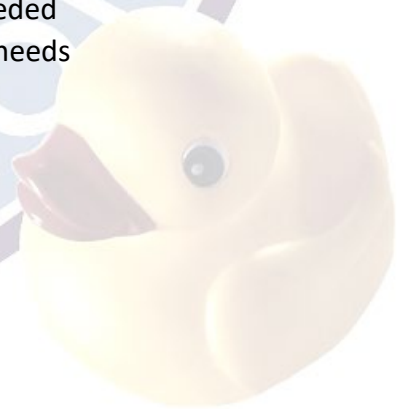
- Prep work for technicians and installers:
 - Pull items from inventory, properly tag and stage
 - Anticipate needed parts and place with items
 - Partially assemble or prep certain items for installation

- Delivery and pick up person
 - Deliver various items to customers (i.e. salt, filters, chemicals)
 - Receive items delivered and verify packing list to what received
 - Pick up goods and supplies from local suppliers
 - Load customer vehicles as needed

- Technician/ installation help
 - Assist technicians on two-person jobs such as installations and rebeds

- Inventories
 - Conduct weekly inventories of commonly used items and turn in inventory sheet to office for ordering
 - Advise office of items running low that are not normally inventoried
 - Anticipate non-inventory needs and advise office to order as needed
 - Maintain inventory of chemicals both for retail sale and service needs
 - Salt in showroom for pick up
 - R-110 and R-502 in showroom
 - R-110 and R-502 in shop for back up
 - Return items techs did not use to stock promptly

- General maintenance
 - Trash to dumpster- as full as possible day before pick up
 - Cardboard and paper to recycling dumpster- as full as possible day before pick up
 - Keep shop floors swept and clear of debris
 - Wash company vehicles
 - Keep sidewalks and parking lots clean
 - Perform minor shop and building repairs and maintenance



- Other/ misc.
 - Check bin for specific tasks to be done
 - Empty tanks as needed
 - Make sure items that come in from techs are tagged properly
 - Other related duties as needed