

JOB DESCRIPTION

Job Title: Repair Shop Technician
Hours: M-F 8am-5pm
Reports to: Repair Shop Supervisor

POSITION SUMMARY

Perform repairs, installations, training or assembly of equipment as directed both on site and at customer's place of business. May include the pick up and delivery of machines.

ESSENTIAL FUNCTIONS

- Troubleshoot, maintain and repair battery powered and 120 volt floor maintenance equipment including, but not limited to: wet dry vacuum systems; hydraulic pumps; high, low, and dual speed electric motors.
- Install and repair chemical proportioning equipment in customer facilities.
- Record estimates and repairs as needed on appropriate work tickets.
- Assemble equipment such as snow blowers, lawn mowers, buffers, vacuums, and auto scrubbers.
- Perform repairs on gasoline and propane powered equipment.
- Resolve customer complaints and machine performance problems.
- Perform repairs on floor maintenance equipment at customer sites.
- Maintain shop area in a professional manner.
- Facilitate the inbound and outbound machines for repair and shipment back to customer.
- Receive parts into the shop utilizing Daycon's inbound purchasing procedures.
- Conduct inventory as directed.
- Follow all general Daycon and Repair Shop procedures.

INDEPENDENCE/AUTONOMY

Frequent supervision: Work is frequently reviewed by supervisor for quality and timeliness. Response to non-standard situations is determined by supervisor.

PROBLEM SOLVING/DECISION MAKING

Work is mostly routine and covered by general instructions or procedures. Occasional judgment is required in completing a task or selecting between several alternative solutions.

CONTACTS

Contacts, within or outside the Company, as a Company representative in a specialized area of knowledge or technical field. Requires considerable tact and discretion, and some persuasion to obtain approvals, consent and action.

SUPERVISORY RESPONSIBILITIES

Not applicable.

EDUCATION QUALIFICATIONS/REQUIREMENTS

High school diploma or general education degree (GED) and 2-3 years of experience and/or training in a repair shop or manufacturing environment, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven track record of repairing equipment or automobiles in a production repair shop environment.
- Basis computer skills.
- Good knowledge of hand tools and machinery.
- Ability to interpret engineering drawings (schematics) and manufacturing instructions.

CERTIFICATIONS, LICENSES AND REGISTRATIONS

- Valid driver's license with clean driving record.
- Training in general safety, small engine repair, schematic reading and/or equipment manufacturer's training.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- While performing the duties of this job, the physical demands are office related. Employee may be required to travel to customer locations.
- The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Warehouse environment may be cold or hot, depending on the season.

ADDITIONAL REQUIREMENTS

Will be required to perform other duties as requested, directed or assigned.