

## Job Description

<b>Position Title:</b>	Shop / Warehouse Technician
<b>Department:</b>	Portables
<b>Reports to:</b>	Portables Manager
<b>FLSA Status:</b>	Non-Exempt – Fulltime – Hourly

**Job Summary:** This position encompasses various job activities, such as shipping & testing & recharging of fire extinguishers and system cylinders, and general building maintenance. Each activity is associated with a particular workstation, workstation assignments may vary from day to day.

**Essential Duties and Responsibilities:** *The following list is intended to describe the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job. The employer reserves the right to change or assign other duties to this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

- Receive all products from vendors and stage to the appropriate departments
- Ship all orders and process all corresponding paperwork in the computer system
- Locate and stage materials for jobs, calls and technicians
- Maintain adequate inventory levels
- Perform physical inventory as needed
- Organize and maintain the warehouse
- Provide service to walk-in customers: writing invoices, calling “will call” customers
- Negotiate contracts with shipping companies
- Perform all duties associated with dry chemical fire extinguisher maintenance
- Perform all duties associated with high pressure testing and recharging (includes air cylinders)
- Perform all duties associated with Halon workstations
- Ensure cylinders do not leak after testing – 100% compliance is a requirement
- Acquire knowledge and understanding of CFR49 and CGA pamphlets
- Complete regular maintenance on all equipment
- Operate forklift
- General cleaning of building and grounds maintenance when required: sweeping, trash removal, snow removal
- Attend departmental and companywide meetings

### Job Requirements:

- High School diploma or equivalent
- Ability to work at least 40 hours per week
- Obtain certification to operate a fork truck (training provided by company)
- Valid PA driver’s license and minimum 3 years clear driving record
- Ability to work on your feet for 8 hours per day
- Ability to lift 75+ lbs.

- Ability to climb ladders and operate fork truck

### **Preferred Skills**

- Computer proficiency: database entry, Microsoft Office (outlook, word)
- Highly organized and detail-oriented to work in a fast-paced environment
- Team player – ability to work with all levels of employees in the company
- Customer service experience
- Self-motivated – able to work with limited supervision
- Mechanical aptitude/Experience working with hand tools
- Problem solving ability

### **Work Environment:**

- Warehouse – not climate controlled
- Safety equipment required: steel-toed shoes
- May include heavy lifting
- May include dirty / dusty environment
- Exposure to dry chemical fire extinguishing agent
- Normal office environment and daylight office hours - some overtime may be required.
- Off-site at customers' facilities majority of the time.

### **What We Offer:**

- Medical, dental and vision benefits following 30 days of employment
- Paid PTO during your first year
- 7 paid holidays
- 401(k) plan with company-matched funds
- Company-logo work attire provided
- Company-paid life insurance, long term disability insurance, and AD&D
- Option to purchase supplemental benefits
- Possibility to get company vehicle when able to work independently
- Referral Program

### **Direct Applicants Only - No Third-Party Recruiters-**

**For consideration:** Please click on the link below to complete our employment application and click on **Apply Now**.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=59457&clientkey=F15F2B6AE408FA62D65B766AFFE84A88>

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