

Job Description Shop Assistant

- Build lift stations with the intention of learning how to build a lift station unassisted.
- Delivery of lift stations.
- Keep Shop organized and clean at all times. – Keep the floor swept, trash emptied, bathroom clean, spills wiped up, tools organized and put away, inventory neatly shelved and organized. Boxes broken down and put in dumpster. (keep a few for shipping purposes)
- Troubleshoot and make repairs on pumps and lift stations.
- Keep the property secure and presentable – unlock gates in the morning and put the trucks out of the shop, keep the property mowed and trash picked up, and move the vehicles and other property in at night and secure the gates and the garage door.
- Must be able to travel, being away for 1 or 2 days and nights from time to time.
- Attend Trade Shows as needed and asked by management
- Go on service calls as needed.
- Run errands when necessary.
- Receive freight as needed and unload when required. Put job name on packing slip, and place on appropriate clip board. Boxes must be opened at time of receipt and checked against packing slip. Stock pumps must be opened upon receipt, and correct O&M Manuals placed inside pump box. Tape pump boxes back neatly.
- Ship out freight daily. Check freight tray after lunch, and process shipment. Check shipment against packing slip to make sure order is complete and correct.
- Label material for appropriate job (po# and job name), and place in SEPARATE designated location for each specific job. It is important to keep material for each specific job separated into neat and orderly stacks.
- Keep your appearance presentable at all times as you may be required to go on a service call or assist a customer in the shop. Please remember that you are representing this company and maintain your appearance accordingly.
- Maintain a good driving record. You will from time to time be required to drive a company vehicle.
- Keep management informed of quantities of stock materials and pumps to insure maintaining a workable quantity.
- Other duties as required by management.