

SHOP ASSISTANT

The Shop Assistant is a semi-skilled position involved in providing a variety of assistance to the Equipment Maintenance shop. Responsibilities include, but are not totally inclusive, parts pick-up, record maintenance, vehicle cleaning, shipping and receiving.

CLASSIFICATION DISTINCTIONS

This is the entry level position in the Equipment Services job family. This entry level position is distinguished from the Apprentice Mechanic in that the Shop Assistant is not part of a structured apprenticeship program and is not expected to develop journey level skills within a trade area.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Provides a variety of assistance to the Equipment Maintenance shop as required including parts pick-up, record maintenance, vehicle cleaning, etc.
- Operates a service vehicle to provide needed services to vehicles and equipment in the field.
- Maintains daily records of service to vehicles and equipment.
- Performs shipping and receiving duties including unpacking boxes, looking up PO numbers, writing down price and invoice numbers, writing item numbers on parts box, and tearing down boxes for recycle.
- Unpacks daily UPS, takes all packages to UPS weekly, and picks up mail when looking up forms in Equipment Rental and Revolving (ER&R).
- Enters and locates parts on the computer.
- Verifies inventory by checking parts in stock and assists Supply Officer in calling vendors for parts.
- Researches any problems with parts, verifies computer batch with manual form, and corrects the problem.
- Unloads parts from truck using forklift and puts in stock.
- Oversees rental equipment and parts including unlocking the secured area where rental equipment and parts are stored and signing equipment and spare keys for equipment in and out.

- Directs Offender Status Crews as required.
- Oversees small yard maintenance equipment and small equipment sheds.
- Performs general clerical tasks.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- A high school diploma or equivalent knowledge (such as GED) required. Administrative/Office experience and forklift experience desired.
- Must possess a valid motor vehicle operator's license.
- Must possess or be able to obtain a Commercial Drivers License within six months of hire.

Knowledge of...basic mechanical tools, equipment and supplies, computer keyboard and its functions.

Ability to...understand and carry out oral and written instructions and to work independently in the performance of regular duties; accurately and neatly record and maintain a variety of data; learn how to use a forklift; understand computer software systems and concepts.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment varies dependent on the work assigned. Often their time is spent sitting down at a computer terminal. The remainder of the time is spent on other activities including shipping and receiving, parts pick-up, moving of equipment, and restocking. Also required to steam clean vehicles outdoors in all types of weather conditions.

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