



POSITION DESCRIPTION

TITLE: Maintenance and Service Technician

REPORTS TO: Matthew Roberts, Manager

JOB OPPORTUNITY: Service and Maintenance technician need for a fast pace and growing company who serves sports facilities in K-12 and Collegiate markets. You will be a part of a team responsible for maintaining, servicing, and inspecting sports facility equipment including, but not limited to, grandstands, bleachers, and basketball backstops. Past inspection projects include small collegiate venues, as well as a large number of high school, Middle School, and Elementary School athletic facilities in Kentucky, Tennessee, Indiana, and Ohio.

JOB OBJECTIVE: Responsible for assisting the Project Manager in all aspects of the project from Award of the Project to Close Out. Provides assistance in all coordination of project documents, scheduling and first line of communication on all current projects.

PRIMARY RESPONSIBILITIES:

- Demonstrated commitment to safety.
- Maintain official time keeping controls on a day-to-day basis.
- Maintain weekly expense reports.
- Track and document project labor and material daily.
- Review plans, design, and key contract terms with project management office.
- Submit proper documentation for any missing or incorrect materials delivered to a jobsite to both project manager and Vine and Branch manager.
- Ability to operate all standard pieces of equipment including but not limited to (lulls, lifts, dingo's, aerial platforms)
- Ability to adhere to all DOT regulations for driving and pulling a trailer.
- Responsible for keeping up with the maintenance and functionality of all job site tools.
- Coordinate "Call-offs" of all equipment rentals (lulls, lifts, aerial platforms, dingos)
- Participate in project debriefs with Sales staff and project management.
- Maintain detailed records for the company as directed and performing all detailed reviews of completed projects.



DESIRED BACKGROUND & SKILL SETS:

- General knowledge of the construction industry required. Experience in the K-12 market a plus.
- Strong technical background in the means and methods of general construction.
- Ability to read construction documents, including drawings and specifications.
- Ability to aid sales in estimating for future projects.
- General Knowledge in Electrical work is a plus.
- Excellent organization skills with ability to multi-task.
- Excellent communication & follow-up skills.
- A valid driver's license with a clean driving record.
- Ability to work near/around Elementary, Middle, and High School.