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## **POSITION DESCRIPTION**

POSITION: Renovation Center Technician

DEPARTMENT: Operations

REPORTS TO: Renovation Center Manager

### Position Summary:

The Renovation Center Technician will be responsible for assisting the Renovation Center Manager in the renovation, maintenance and tracking of our mobile and modular lease fleet and the Renovation Center.

### Essential Functions:

- Equipment Sanitation, Maintenance and Repair
  - Clean and sanitize equipment, perform complete breakdown of appliance, sanitize all parts using mild chemicals and degreasers, sand, prep and paint all necessary components, identify missing or damaged parts, document and inform management of missing or damaged parts that need replacement.
  - Clean and sanitize mobile units. Inspect all units returned from our customers and inform management of any damage on the unit for customer reconciliation. Clean and inspect finished prior to shipment to our customers.
  - Assemble, alter and repair equipment including conversion kits, electrical components, metalworking, pipe systems that carry water, natural and LP gases. Construct and fabricate parts using hand, air and power tools.
  - Quality Control testing and certification. Conducting tests and inspections of equipment to evaluate quality and performance. Connect equipment to natural gas, LP and electrical connections, inspect and test all functions of equipment to determine if repairs are needed. Read and interpret blue prints and service manuals. Inform management on whether continued operation of equipment could be hazardous.
- Electrical
  - Inspect and test electrical systems in mobile units, appliances and fixtures using testing devices such as Ohmmeters and Voltmeters to ensure compliance with all acceptable codes, verify compatibility and safety of system. Inform management on whether continued operation of equipment could be hazardous.
  - Repair malfunctioning systems in mobile units, appliances, fixtures and components using test equipment and hand tools. Identify and repair the root cause of the electrical problem.
  - Follow blueprints to determine the electrical needs and locations of wiring and equipment to ensure conformance to building and safety codes. Install new or move existing wiring in units to meet our customer's expectations.

- Unit Construction
  - Remove, construct, install and repairs structures made of wood, metal, plywood and composites using hand, air and power tools following all safety and in compliance with all building codes.
  - Blueprints for information pertaining to type of material required and dimensions of structure or fixture. Remove, install or repair walls, doorways, window, flooring, roofing, drywall, ceilings, interior and exterior trim, finish paint and hardware. Operate hand, air and power equipment to fabricate and assemble material or components.
  - Weld or repair metal components in a flat, horizontal, vertical or overhead positions such as pipe, tube, plate and sheet metals on equipment and mobile units specified by the blueprints. Follow all safety and welding procedures or oral instructions using electric arc-welding equipment.
  - May operate other machine shop equipment to prepare components for welding such as cutting metal plates or structural shapes, clean or degrease weld joint using wire brush, portable grinder or chemical bath before welding.
  
- Heating and Cooling
  - Install, repair and service heating and cooling equipment and the mechanical control systems ranging from one to forty ton cooling capacity. Following blueprints or engineering specifications, fabricate, assemble, repair and install ductwork and chassis parts using portable metalworking tools and welding equipment.
  - Test refrigerant and heating systems. Add Freon gas to verify correct operating pressure. Test connections and joints for gas leaks using gauges or soap and water solutions. Replace defective breaker controls, thermostats, switches, fuses and electrical wiring to repair units using electrician hand tools and test equipment. Install air and water filters to completed installation.
  
- Inventory Management
  - Collects and maintains records and mechanical data of equipment or supplies within the plant and mobile units located in the yard. Document and prepare reports such as inventory tags, balance and shortage reports to ensure an accurate physical inventory. Verifies physical count and reports inventory shortages and discrepancies to management.
  - Verify the receipt or shipment of units, material, equipment or supplies. Unpack and examines incoming shipments, compare information of incoming and outgoing shipments to verify accuracy against Bills of Lading, invoices, order or other records. Corresponds with management to rectify inaccuracies, shortages or damages.
  - Must be able to read and understand blue prints to determine what kind of tools and equipment are needed to install equipment in mobile units. Pull selected equipment from inventory racks and document inventory changes. Organize warehouse area and maintain a clean environment. Communicate effectively and professional with all visitors and team members.
  - Follow all safety procedures, operate tow truck, electric stand up forklift and sit down LP forklift with a consistent ability to prevent inventory and equipment damage of loss. Move mobile units around yard into buildings and remove units from building, load and unload material, supplies and equipment form various shipping containers to include mobile units, flat bed trailers, vans, cars and various types of closed containers.

- Safety
  - As a Renovation Center Technician you will participate in operational and safety meeting, cross train in a variety of trades and communicate effectively and professionally with all ROTC visitors and team members.
- Other duties as assigned.
- Responsibilities may require an adjusted work schedule and evening/weekend hours as well as overnight travel.

Knowledge, Skills, and Abilities:

- Strong reading and math skills —Have the ability to read and interpret blueprints and work related documents. Good math skills are essential for calculating measurements and angles, and determining accurate adjustments.
- Building and mechanical knowledge—Familiarity with wood, plastic, metal building materials and have experience using air, power and hand tools involved in the construction, repair and or renovation of buildings, equipment and plant.
- Active understanding of and participation in supporting the company’s vision, mission, goals and values. Ability to support these ideals during all interactions with co-workers, clients, vendors and community liaisons.
- Education/Experience—High School Diploma with a minimum of three years’ experience in a related field.
- Ability to be resourceful and handle multiple projects in a fast-paced environment, and meet deadlines associated with achieving the expectations of the position.
- Ability to organize and manage time effectively.

Physical Requirements:

- Attendance and punctuality.
- Physical strength and stamina—Must be able to consistently lift, carry, push and or pull 75 lbs. Work on a variety of levels and surfaces such as, stairs, ladders, scaffolding and roofs in the following physical positions, walking, standing, sitting, kneeling and crouching.
- Manual dexterity and coordination—Along with physical strength, must have excellent hand-eye coordination, be able to move his/her hands quickly, and be able to grasp and assemble objects with two hands. Many jobs require multi-limb coordination, which is the ability to work with both arms, both legs or one leg and one arm.
- Excellent vision and depth perception—Have a good field of vision, the ability to judge distances, distinguish colors, read and see at close range, as well as from a distance.

Environmental Conditions:

- Outdoors with exposure to extreme cold, high heat as well as wet and/or humid conditions.
- Exposure to industrial noise.
- Some exposure to mild chemicals, dust and paint.