

# Job Description

Job Title	Date
Parts Warehouse/Shop Technician	September 2022

Department/Business Unit	Supervisor
Operations	Director of Operations

**Purpose of Job (how it contributes to department's objectives)**

Performs work in the Parts Warehouse and Shop to meet Baseload Power's business objectives and fulfill customer's contractual requirements. Behaves as an ambassador of the company promoting a professional, responsible and customer-focused environment and image. Follows company and industry safety practices to protect both life and property during all activities on and off the job. Protects the legal and commercial interests of Baseload Power companies at all times.

**Responsibilities (list five to eight essential functions and accountabilities)**

Maintains Parts Warehouse clean, safe and organized.  
 Assists with maintenance of inventory.  
 Tool boxes are clean, organized and stocked with needed materials.  
 Assists to complete calibrations annually.  
 Assists with shipping and receiving activities and maintains related paperwork.  
 Ability to locate items as requested within a reasonable amount of time.  
 Maintains grounds including parking area, storage, lawn, dumpster, outdoor materials organized for safety and easy access to needed materials.  
 Assists with work in the shop to include service and maintenance of vehicles, fork lifts.  
 Loading and unloading of delivery trucks.  
 Completes work reports, expense reports, timekeeping records accurately and submits timely  
 Adheres to company policies and procedures 100% of the time.  
 Implements Safety Plan 100% of the time with no work related incidents or accidents.

**Job Qualifications (list the minimum education, formal training, skills and experience required)**

High school diploma or GED.  
 High level of self-sufficiency and resourcefulness.  
 Successful completion of required safety training.  
 Clear drug screens, background checks and good driving record

I understand my responsibilities as described in this Job Description and that I may be given additional assignments not listed here. I reviewed and will follow the company's Operations and Procedures Manual.

\_\_\_\_\_  
 Employee Printed Name

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date