

HOOK'D UP SERVICES, LLC
JOB DESCRIPTION

POSITION/TITLE: Shop Helper

POSITION LOCATION: Schulenburg, Texas

POSITION TYPE / Expected Hours of Work: Full Time / Hourly

DATE: August 2025

POSITION SUMMARY:

The Shop Helper supports daily shop operations, working under the direction of the Shop Manager and company leadership. This role is hands-on and physical in nature, assisting with equipment repairs, washing equipment, inventory tasks, loading/unloading, general facility maintenance, equipment maintenance, and ensuring a clean, organized, and safe working environment.

RESPONSIBILITIES/DUTIES:

- Assist with repair, maintenance, and inspection of equipment
 - Load/unload tools, parts, and machinery as directed
 - Follow red tag/green tag procedures for out-of-service equipment
 - Maintain shop cleanliness and perform grounds upkeep (mowing, weed eating, spraying)
 - Help track inventory and notify supervisor of low stock or needed items
 - Operate forklifts and overhead cranes once certified
 - Complete basic administrative tasks: pay applications, receipts, etc.
 - Assist with shipping and receiving equipment, including filling out Bill of Lading and Receiving Ticket paperwork
 - Support field operations by preparing tools, equipment, or supplies for transport
 - Ensure equipment is loaded in compliance with DOT safety regulations
 - Follow all safety protocols and company procedures
 - Use a company truck to deliver and pickup tools, supplies, or equipment to/from various area vendors
 - Assist in bolt up of equipment and annual hydrotesting
 - Clean equipment that comes off jobs to make ready for use
 - Perform other duties as assigned by the Shop Manager or management
-

EDUCATION/EXPERIENCE DESIRED:

- High school diploma or equivalent preferred
- Mechanical aptitude or shop/field experience preferred

- Proficient in the use of hand and power tools
 - Valid Class C driver's license
 - Complete company-provided safety training
-

SPECIFIC KNOWLEDGE, SKILLS, LICENSES, CERTIFICATIONS, ETC.:

- Willingness to learn company tools, systems, and equipment
 - Ability to work both independently and with a team
 - Must pass DOT pre-employment drug test, and background screening
 - Able to operate a forklift and overhead shop crane
 - Ability to safely operate a $\frac{3}{4}$ ton pickup and pull an equipment trailer preferred
-

PHYSICAL DEMANDS/REQUIREMENTS:

- Must be able to lift heavy loads, stand, bend, and kneel throughout the day
 - Must be able to work outdoors in various weather conditions
 - Must pass a DOT drug test and background check
 - Ability to obtain DOT Medical Card preferred
-

EQUIPMENT USED:

- Hand tools & power tools
 - Forklifts & Overhead shop cranes
 - Pressure Washer
 - Hydrotest pumps & Chart Recorders
 - Trucks and Trailers
 - Lawn Maintenance Equipment
-

ADDITIONAL COMMENTS:

Must be dependable, hardworking, safety-conscious, and cooperative with others. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.