

Job Description – Project Technician

Detailed Description

Description: The Project Technician takes direction from the Project Lead and Department Manager during all project phases. Assignment duration and work week schedule will vary in length and is dependent on the project requirements and which phases of the project the Project Technician is assigned to. The Project Technician may be reassigned or assigned to multiple teams to meet client deadlines. Departments seeking Project Technicians include Logistics, Staging, Imaging, and Field (client site).

Roles and Responsibilities:

- Follows processes and procedures as outlined in the project guidelines and expectations laid out upon commencement of project and by department specific requirements.
- Completes tasks as assigned by Project Lead within expected timeframes allotted.
- Tasks may require light cleaning, labeling, imaging, moving, packing, tracking of computer equipment, and loading and unloading of equipment from trucks using common, non-powered warehouse equipment (e.g., pallet jacks).

Additional Duties:

- May require use of barcode scanners for tracking equipment in spreadsheet and other applications.
- Assist other departments when needed, as directed by deployment management.
- Assist with any project deployments as needed (outside assigned project), as directed by deployment management.
- Additional duties as assigned.

Skills and Experience:

- Punctuality and dependability are critical factors in determining project assignments.
- Must be detail oriented and work with a high degree of accuracy.
- Must have strong written and oral communication skills.
- Must be adaptable and flexible.
- Must have the ability to work well under pressure and deadlines.
- Must be able to work in a fast-paced office environment, multitask, and meet critical deadlines with eye for accuracy, and must have attention to details.
- Must be able to work well in a team work environment.
- Proficient with Microsoft Office Suite and SharePoint preferred.
- Experience working in computer hardware field preferred.
- Certifications in related field preferred.



Work Conditions:

- Will perform repetitive manual labor tasks that may require standing for long periods of time, bending, twisting, and use of all limbs and hands.
- Lifting to 35 lbs. unassisted and lifting up to 90 lbs. assisted may be required for certain positions.
- Willingness to work with variations in light and temperature, light dust, and general non industrial warehouse conditions.
- Willingness to work at school campuses with variations in light and temperature and general conditions expected in a school setting.

Minimum Qualifications/Technical and Education Requirements:

- Ability to pass a background, TX DPS fingerprint, and drug screen.
- Valid Texas Driver's License may be required for certain positions.

