



Job Description for Satellite Technician

- Equipment Repairs
 - Such as vacuums, floor machines, buffers, foggers, gas powered equipment such as pressure washers, etc.
 - Equipment enhancements.
 - Includes cleaning equipment after use/before returning.
- Vehicle maintenance
 - Such as keeping track of oil changes, tire rotations, and regular services. Keeping vehicles clean when not in use.
- Shop management
 - Making sure shop is secure.
 - Keeping shop organized.
 - Supply inventory of shop.
 - Signing out & receiving returned equipment/supplies.
 - Installing shelving as needed.
- Ordering & purchasing approve supplies as needed or requested.
- Light carpentry projects.
- Carpet cleaning
- Window washing
- Pressure washing
- Fill in for janitorial accounts
- Construction Cleaning (limited)
 - Vacuuming floors, casework, windowsills, and other heavily dusted surfaces, such as bathtubs.
 - Dusting/wiping down all surfaces including counters, walls, light fixtures, HVAC covers, doors, etc.
 - Wiping down cabinets, shelving, and other casework in an efficient manner.
 - Remove stickers and adhesives from all surfaces including appliances and windows.
 - Operating machinery such as, Orbiter, walk behind scrubber, buffer, etc.
 - Keeping track of materials and supplies including but not limited to;
 - Ensure clean towels are onsite daily
 - Operating equipment responsibly/submitting maintenance requests if equipment needs repairs

- Having knowledge of equipment handling, use, and operation to troubleshoot equipment issues, such as lack of suction in a vacuum

Qualifications

- Must be 21 years old.
- Must have valid Driver's License & reliable mode of transportation
- Must be able to pass a background check for accessing secured job sites.
- Must have minor knowledge/skills of carpentry, plumbing, electrical, & mechanical.

Compensation

- Wage range is \$16 - \$19.50 per hour. Starting wage is dependent on experience and skill.

Misconduct

The following includes misconduct that can lead to disciplinary measures. Refer to ACM Handbook Employee Discipline Policy.

- a. Clocking in/out without being onsite
- b. Gossip/slander
- c. Frequent tardiness & absence
- d. Absence without proper reporting
- e. Improper attire/PPE
- f. Safety violations
- g. Use of razor blades without permission
- h. Stealing supplies or equipment
- i. Not completing assigned tasks
- j. Not meeting deadlines
- k. Bringing unauthorized personnel onto jobsites
- l. Security violations
- m. Losing keys