

Title: Tech Assistant

Reports To: Job & Employee Manager, Technician or Technician Lead

Position Hours/Week: 10-20 hrs

Pay Rate: \$18-\$20/hr

Main Objective: Assist the technician or technician lead and complete tasks as assigned. Work collaboratively as a team member with the other staff members to communicate needs and problems, in order to achieve the project's goals.

Basic Skills Requirements:

1. Follow directions
 - a. List with instructions (SOP)
 - b. Verbal communication from a technician or lead technician
2. Understand the use of basic tools; screwdrivers and hand held power tools
3. Basic general construction knowledge; wall, stud, ceiling tiles
4. Able to lift/carry 50 lbs
5. Professional and clean appearance
6. Not afraid of heights (preferred not required; Many job sites and project have the requirement to be on ladders/scaffolding/scissors lifts)
7. With advance notice, have the flexibility to be out of town on overnight installs (Company paid expenses, with daily food and beverage per diem)

Preferred Skills:

1. Willingness to learn new systems, software and equipment
2. Quick learner, grasping steps of installation with ease
3. Clear communication and reaching out for clarification when needed rather than wait for information to be handed to you
4. Have a high passion for quality, cleanliness of workspace (Especially when leaving a job location)

Job Requirements:

1. Report to Technician
 - a. Clearly communicate on the job site with any concerns or questions concerning tasks assigned
 - b. Inquisitive communication is encouraged between team members with new ideas or best practices
2. Reporting to Employee Manager
 - a. Record all miles traveled accurately
 - b. Record daily on-site job times accurately, reflecting any additional requests made by the employee manager.
 - c. Request time-off in a timely manner according to the guidelines set in the employee handbook
 - d. Report any issues including missing parts or equipment malfunctions to Technician or Employee manager. (Laptops, warehouse equipment company vehicles etc)