



# JIT Toyota-Lift

JAMESTOWN INDUSTRIAL TRUCKS

<b>POSITION TITLE:</b> Service Technician	
<b>DEPARTMENT:</b>	<b>REPORTS TO:</b> Service Manager
<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<b>EMPLOYMENT STATUS:</b> <input type="checkbox"/> FT <input type="checkbox"/> PT
<b>MISSION STATEMENT</b>	<p>We desire to be a key factor contributing to our customers' productivity and profitability. By always providing exceptional service and quality products with measurable value, our goal is to establish long term relationships with our customers.</p> <p>We desire to earn the reputation of being leaders in our industry and experts in our field.</p> <p>By accomplishing these objectives, we will ensure security for our employees and longevity for our company.</p>
<b>JOB SUMMARY</b>	The Service Technician is a skilled position involved in the diagnosis, repairing, and servicing of equipment and systems in the industries using forklifts and sweeper/scrubbers and aerial lift equipment in varied applications.
<b>JOB DUTIES</b> (Essential functions bolded)	<ul style="list-style-type: none"><li>• <b>Examine malfunctioning units for defective parts utilizing knowledge of mechanical, electrical and equipment functioning theory to determine the cause of malfunction</b></li><li>• <b>Practice inspecting routines employing the company's diagnostic procedures to pinpoint area(s) of malfunction or item(s) to be serviced</b></li><li>• <b>Dismantle whole or parts of units as indicated by type of malfunction, and repairs or replaces such parts, and other components</b></li><li>• <b>Reassembles unit, making necessary adjustments to ensure efficient operation</b></li><li>• Recommend removal of customer defined units from premises for major repair or overhaul in the shop when necessary</li><li>• Install, service, and/or repair systems in business utilizing knowledge of the functionality of the equipment</li><li>• Perform services within the established guidelines</li><li>• Maintain truck inventory and advise the Service Manager when items of inventory should be increased</li><li>• Attend all company-sponsored training programs to stay up to date on the technical advances of the industry</li><li>• Complete all company required paperwork within the constraints of the procedures</li><li>• Maintain company owned vehicles and drive in a safe and prudent manner</li><li>• Present the company's image by adhering to the company dress and conduct codes</li><li>• Other duties as assigned</li></ul>
<b>JOB SKILLS</b>	<ul style="list-style-type: none"><li>• Demonstrated technical and mechanical skills</li><li>• Effective math, verbal and written communication skills</li><li>• Able to rotate work schedules so the Division's emergency breakdown policy will be adhered to</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• At least two years prior experience in service, repair and installation of the type of forklifts and sweeper/scrubbers sold and served by JIT</li><li>• Completion of specified vendor equipment repair training and certification programs as designated by management</li></ul>

	<ul style="list-style-type: none"> <li>• Demonstrated capability in the diagnosis of technical equipment problems and associated repair/installation options</li> </ul>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• High school diploma or GED; some technical college preferred</li> </ul>
<b>CERTIFICATIONS/ LICENSES</b>	<ul style="list-style-type: none"> <li>• A clean driving record and valid operator's license for any vehicle the Service Technician may operate</li> </ul>
<b>EQUIPMENT</b>	
<b>PHYSICAL DEMANDS</b>	This is primarily a "hands on" position, requiring a significant level of manual labor. The position may involve operating hand tools, power tools, lifting and moving equipment and supplies with the associated injury hazards and requirements for use of related safety equipment.
<b>WORK ENVIRONMENT</b>	The majority of the activities of this position are conducted in customer locations. Climate control and general working conditions will vary.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. The above statements are not meant to be all-inclusive. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

JIT Toyota-Lift is an equal opportunity employer. All applicants and employees will be considered for employment or promotion without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, veteran status, disability status or any other category protected by law.

I understand and agree to the requirements, essential functions and duties as outlined in the above Job Description.

\_\_\_\_\_  
Employee Name (please print)

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

\_\_\_\_\_  
Date