

JOB TITLE: **Warehouse Maintenance Technician**
DEPARTMENT: **Public Works**
STATUS: **Hourly (Part Time)**

JOB SUMMARY:

Responsible for coordinating and organizing stored inventory in our storage facilities. Maintaining the upkeep of supplies, having the ability to troubleshoot malfunctions and repair problems to various equipment. Knowledge and experience of welding and small electrical repairs. Ability to maintain inventory track distribution of items.

ESSENTIAL JOB FUNCTIONS:

- Perform a range of technical tasks including wiring, troubleshooting, equipment maintenance.
- Must have mechanical aptitude.
- Knowledge of welding and operations of a welding machine, ability to follow safety protocols and procedures to prevent accidents, injuries, and electrical hazards while operating this equipment.
- Basic electrical wiring, troubleshooting, and ability to follow safety protocols.
- Attention to detail and strong organizational skills.
- Ability to maintain inventory and controls on a spreadsheet.
- Must be able to reach, lift, kneel squat, and carry up to 50 pounds
- Ability to take written and oral instructions.

REQUIRED EDUCATION and LICENSE:

- High School Diploma or GED
- Valid Texas Driver's License
- Microsoft Office Suite experience for tracking inventory