



HOOSIER CRANE SERVICE COMPANY

☎ 574-523-2945

☎ 800-509-6131

🌐 www.hoosiercrane.com

✉ sales@hoosiercrane.com

Position/Title: Service Technician

Department: Service

Reports To: Branch Service Manager

Exemption Status: Non-exempt, Hourly and overtime expected

OSHA Hazard Classification: 1 - Occupational Exposure to Hazard

SOC Code: 49-9040 – Industrial Machinery Installation, Repair, and Maintenance Workers

Scheduled Hours: Monday thru Friday 7:00 a.m. – 3:30 p.m. *Rotating on call, overtime and some weekends required*

Supervisory Responsibilities: Assist with coaching/mentoring Apprentices

Position Summary:

Service Technicians inspect, install, service, and/or troubleshoot issues with cranes while maintaining a safe work environment to ensure Hoosier Crane Service Company's (HCS) customer needs are being met.

Responsibilities/Duties: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be considered to enable individuals with disabilities to perform the essential duties:

1. Inspect, install, provide routine service to hoist and crane systems.
2. Conduct electrical, mechanical, and structural troubleshooting to customer hoist and crane systems and identify necessary repairs.
3. Consult and document repair and safety issues/solutions identified to customer, including customer signature.
4. Inspect and maintain company issued truck, trailer, scissor lifts, equipment, electronics (phone/tablet and accessories), assets, uniforms, etc. and notify supervisor/safety manager of any defects.
5. Determine items requiring quotes and communicate with the appropriate sales department.
6. Follow HCS established safety policies/procedures, including additional ones established by the customers, and all local, state, and federal safety regulations including OSHA, MIOSHA, ASME, etc.
7. Participate in service and safety meetings.
8. Complete all required service reports, inspection reports and all other required paper/computer work timely and accurately.
9. Report to work as schedule and participate in the on-call rotation.
10. Assist other departments, as needed.
11. Other duties as assigned.

Abilities and Skills:

- Have excellent verbal and written communication skills set and be detail oriented.
- Able to work in a team environment and have high self-motivation.
- Must have electrical and mechanical skill set and electrical schematic readability.
- Must be able to use hand and power tools.
- Must be able to travel at least 30% of the time. May be provided with a company issued vehicle

Background/Experience:

- Associate degree in electrical or mechanical technology, or related field or training and experience, preferred.
- Valid driver's license, required
- Acceptable and insurable driver's license background
- Experience working with Microsoft Office (Word, Excel, Publisher, PowerPoint), preferred
- Experience with purchasing/quoting, preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee in order to perform the essential functions of this job successfully. This is a safety sensitive position. While performing duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. The employee frequently is required to go up to heights of 60' and may be more, if needed. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Employee Signature