

Job Description

Job Title: Valve Shop Technician
Department: Downstream
Reports To: Shop Lead or Supervisor
Original: January, 2019
FLSA Classification: Non-Exempt
EEOC Classification: Craft Worker
Last Revision:

Purpose

- The Valve Shop Technician is responsible for providing efficient repair and reconditioning work. To ensure that repair and reconditioning work is performed in accordance with the respective technical requirements, procedures, specification and using sandblasting equipment, oven, and/or cleaning tanks as part of the repair process of inspecting and cleaning the incoming compressor valves.

Essential Duties & Functions

- To understand and to ensure process procedures regarding receiving, inventory inspection, reporting, repairing, cleaning, reassembling, packaging and shipping of valves are followed
- To receive training and/or certification, to operate all shop devices, apparatuses, machinery and equipment in a safe manner
- To be an effective member of our valve repair business working well with other coworkers, and supporting local management as needed.
- To inform the supervisor and/or management of any deficiency, potential deficiency or non-compliance with company policy or procedure within or outside the area of responsibility.
- Maintain and clean and orderly working environment
- To maintain and ensure adequate stocking of valve parts and to requisition additional stock inventory, consumables, packing materials, tooling and supplies.
- To ensure documents, commercial files, department files, project documents and electronic files are property organized, adequately stored and up-to-date.
- To understand and follow Internal Control Systems (ICS), accounting procedures, and workflow processes concerning the valve shop projects, and to make suggestions for improvement.
- Maintain the work area and equipment in a clean and orderly condition and follow prescribed safety regulations, and be aware of corrosion-control methods and processes.
- To ensure all safety requirements according to the Government regulations and according to the company's safety manual are met and to strictly enforce a "0" tolerance policy.
- To perform other required duties as directed by supervisor in supporting or handling daily operations of the business.

Qualifications

REQUIREMENTS

- High school diploma
- Some college a plus
- 5+ years experience in valve repair
- Ability to pass a background check and drug screen
- Leadership capabilities, decision maker, team player, good customer service skills, mechanical aptitude, and a self-starter

- May require working outside of regular business hours.

LANGUAGE/MATH/REASONING ABILITY

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

- Proficient personal computer skills including MS Office, electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, SAP, etc.

Physical Requirements

- Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner.
- Perceiving size, shape, temperature, or texture by touching with skin, particularly the fingertips.
- Perceiving the nature of sounds with or without correction, to receive detailed information through oral communication, and to make fine discrimination in sound, such as when making fine adjustments on equipment or machines.
- Exerting up to 50 pounds of force occasionally to lift, carry, pull, or otherwise move objects.
- Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Color vision (ability to identify and distinguish colors); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature.
- Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

Working Environment

- Well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation.
- Loud noise (examples: warehouse environment)
- Regular working hours: Monday – Friday 8:00 – 5:00.