



Example of Shop Job Description

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Our company is looking to fill the role of shop. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for shop

- Insures that all parts, labor and miscellaneous items are included on the work-order
- Operates fork-lift as required to move equipment and supplies
- Deliver and/or pick up berms from customers
- Dismantle tools, repair and put together for jobs
- Assists the supervisor in all aspects of jobs
- Assists the truck driver in loading and unloading equipment
- Responsible for attending all safety related meetings and follow all safety regulations and guidelines as defined by Superior or its customers
- Maintains a safe work area or job site by following Superior's Quality, Health, Safety & Environmental (QHSE) and Standard Operating (SOP's) procedures manuals
- Capable of reading and understanding the Work Instruction Process Sheets and drawings and data
- Skilled in operating the machines and equipment assigned and demonstrate knowledge of the safety practices involved

Qualifications for shop

- Able to work 8 hour days and be on time
- Mechanically inclined, able to use assortment of tools
- 2+ years of Diesel Mechanic experience or 1+ year of experience combined with a Diesel Tech Degree
- 10 hour work days, Monday thru Friday

- Experience with Microsoft Word, Excel and E-Mail, proficient in 10 key, keyboarding and typing skills a must