



Example of System Technician Job Description

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Our innovative and growing company is looking to fill the role of system technician. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for system technician

- Research equipment and parts required and initiate purchase requests
- Documentation of preventative, predictive, and planned maintenance activities
- Coordinate with vendors on basic facility issues
- Assigning and booking training Troubleshooting and performing diagnostic investigations
- Work environment consists of UNIX workstations and PC's connected through a lab network
- Work with departments on adding requested items into the database. Research product information, contract, pricing and packaging. Add item information accurately into PMM database
- Making corrections and updates to the PMM database as requested
- Maintain par forms and inventory locations. Work with suppliers and departments to insure that custom requisitions and par forms reflect available products, switching out prime and substitute items as availability dictates
- Create utilization reports for Purchasing Managers
- Process Non Auto PO's and makes corrections as necessary

Qualifications for system technician

- Ability to function in various alignment team roles such as instrument man, team leader, report writer, data recorder, data base entry and Analog/Digital Inclination Data System operator

- Possess, or be able to obtain, a U.S. passport, in addition to, a U.S. and International driver's licenses
- Must be able to walk, stoop, bend, climb, and lift/carry a minimum of 50 pounds
- Five years' experience performing maintenance and repair on highly complex equipment and systems, of which 3 year is directly related to the systems listed above