



# Example of Tech Field Job Description

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

## Responsibilities for tech field

- Responds to customer needs in a positive, supportive, and timely manner to ensure maximum value for work performed
- Using a high degree of independent judgment, assumes responsibility for the safe maintenance and repair of equipment, which involve mechanical, hydraulic, gas, diesel, and electrical systems at branch or customer locations
- Positively interacts with manager and team members to satisfy customer needs
- Communicates job status with supervisor and communicates job is completed to receive the subsequent assignment
- Maintains paperwork documentation of work performed (work orders) in a complete and timely manner on a daily/job basis
- Identifies and communicates the need for parts for inventory
- Learns to code, process, work orders, job tickets and invoices, working closely with supervisors to ensure information is processed correctly and invoices are charged to proper G&A/LOE (General & Administrative/Lease Operating Expenses) and AFE (Authority for Expenditures) accounts
- Set up devices for new hires and providing user accounts and access to resources
- Set up warehouse management devices including scan guns and pick-to-voice equipment
- Manage internal Wi-Fi network

## Qualifications for tech field

- Must obtain VA water license within 18 months
- Provide first class-quality customer service
- Ability to perform tier 1 desktop support which includes, but not limited to, troubleshooting and remediation, install and configure new IT PCs and systems, lift 30-50 lbs, accurately document, record, and update requests in service desk ticketing system
- Familiar with basic MS Office products and IT related ticketing systems
- Associate or Bachelors degree in related field of study