



Production Shop Technician

POSITION PROFILE

Entry-level position. Individual typically works under close supervision in a production shop setting up new equipment for delivery to end-user customers, while following company training programs, policies, procedures and guidelines.

JOB DUTIES AND RESPONSIBILITIES

- Sets-up and preps all assigned equipment and performs operational checks making all necessary adjustments utilizing the Supply Chain Install/Return Checklist.
- Achieves productivity and quality standards.
- Analyzes and troubleshoots equipment failures to determine necessary corrective action.
- Maintains clean and organized workspace.
- Completes all required administrative tasks in an accurate and timely manner.
- Responsible for closing job in WMS - tracking hours to manage productivity.
- Responsible for control of company assets provided to them.
- Other duties as assigned.

QUALIFICATIONS (Education, Experience and Certifications)

Typically requires:

- Minimum of High School Diploma, or GED
- Requires basic technical knowledge (mechanical, electronics, and basic computer skills)

For more info contact: kelly.french@adp.com or dial me direct at 949-715-7392

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