



## **Warehouse Technician**

**Reports to:** Facilities Manager

**Supervises:** None

**Division:** Production

## **Position Overview:**

This position is responsible for aiding in the flow of equipment and materials into and out of the warehouse. Reporting to the Facilities Manager, the Warehouse Technician provides support to all departments by ensuring the warehouse is clean, organized and stocked. They inventory and maintain the use and repair of warehouse and jobsite equipment. The Warehouse Technician will prepare, receive, order and export warehouse deliveries, to include job site equipment and consumables. The Warehouse Technician will be licensed to operate both standard passenger vehicles, as well as Material Handling Equipment (forklift and/or scissor-lift), and will assist with content manipulation when requested.

## **Responsibilities:**

- Inspect and receive inbound shipments of any/all equipment and materials.
- Properly mark and submit all manifests/packing slips to Facility Manager for file retention.
- Maintain accurate inventory of all equipment and consumable materials/chemicals within the Warehouse Management Software (WMS).
- Ensure all locations are stocked, organized and free of hazard/obstruction.
- Perform regular supplementary counts of locations to ensure accuracy.
- Restock and rotate supplies as needed.
- Ensure requests for equipment and materials are properly submitted prior to issuance. Assist in physical retrieval of items as necessary.
- Conduct Preventative Maintenance (PM) on equipment as needed. Warehouse Technicians will also instruct and oversee temporary workers in proper completion of PM.
- Maintain restoration and other company equipment by completing minor repairs (and necessary paperwork) to company equipment inclusive of (but not limited to) air scrubbers, HEPA-vacuums, blowers, extractors and dehumidifiers.
- Conduct regular walkthroughs of warehouse and surrounding grounds to ensure cleanliness, sweep and clean floors as necessary.
- Identify and report warehouse hazards immediately to the Facility Manager.
- Warehouse Technicians will be expected to operate vehicles and machinery (Material Handling Equipment, Air Compressors, Hand tools, etc.) from time to time and must do so in a safe manner.
- Assist Facility Manager in daily upkeep of facilities, furniture and assets.
- Assist Facility Manager in fleet maintenance operations.
- Comply with and accomplish reasonable tasks given by the Facility Manager or by team members of higher positions otherwise not listed.



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**Minimum Qualifications:**

- Licensed to operate a forklift and scissor-lift or able to obtain licensing.
- 2+ years' experience in warehouse maintenance.
- Experience in facility and equipment maintenance.
- Construction / Restoration / Insurance experience preferred.
- Familiarity with chemical products, use, disposal and Safety Data Sheets application.
- Comprehensive understanding of customer service, principles and practices.
- Eligible to operate a motor vehicle per **C&C Complete Services**' vehicle policy.
- Ability to work within a team or independently as needed.
- Strong written and verbal communication skills.
- Proven ability to multi-task in a fast-paced environment.
- Basic computer and/or tablet/iPad experience.
- Willing to work evenings, on call and weekends when requested.
- Periodic travel may be required.
- Criminal Record Check.

**Physical Demands:**

- Frequent Lifting, 5-50 lbs, unassisted (35-65% of the time).
- Occasional Lifting, 51+ lbs, assisted (20-30% of the time).
- Fit Testing – Half and Full-face mask, as needed, certification required.
- Working at heights over 4 feet, regularly.
- Sustained periods of Standing, Walking, Bending and Kneeling.

*Please note that this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties and Responsibilities may change at any time with or without notice.*

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*Employee Signature*

\_\_\_\_\_  
*Date*

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*Employer Signature*

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*Date*