



4212 Gateway Drive, Grand Forks, ND 58203
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www.psgaragedoors.com

Position Title: Service Technician
Department: Service
FLSA Status: Non-exempt, Full-Time

Position Summary:

To service and repair all makes and models of products, as well as door related equipment, distributed at PS DOORS. Perform related shop operations for the products we service. This position requires a cooperative attitude and the ability to interact well with customers and co-workers.

Essential Job Functions:

- Performing repairs on all residential & commercial jobs
- Installation on all residential & commercial jobs
- Read and interpret construction drawings, work orders, and related information
- Ability to troubleshoot operating errors and determine a solution
- Equipment maintenance and other duties related to quality control
- Other duties as assigned.

Job Requirements:

- Valid driver's license with an acceptable driving record
- Ability to participate in the rotating 24 hour on-call service system
- Occasional overnight travel may be required

Basic Qualifications:

- High School diploma or GED
- Background in service/repair, installation, or carpentry is beneficial, but not required
- Ability to use measuring devices, hand tools, and power tools
- Skill in reading, writing, and math relative to construction drawings, work orders, time cards, shipping reports and other job related functions
- Must have basic carpentry skills and mechanical knowledge relative to building construction and/or manufacturing environment

Preferred Qualifications:

- Ascent Service Scheduling Software experience, Knowledge in parts supervision, and warehouse management is beneficial.
- Experience in welding (electric stick) and/or gas cutting torches (plasma, acetylene).
- Knowledge of electrical circuits, pneumatic circuits, & hydraulic circuits.
- Forklift certification.
- CDL.

Physical Requirements:

Must be able to lift and walk with loads up to 150 lbs. (with assistance), and climb ladders and scaffolding while carrying loads up to 75 lbs.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.