



JOB DESCRIPTION

June 2021

Job Title: Shipping / Receiving Maintenance Technician
Location: Madison, Wisconsin
Reports to: CEO or Operations Manager
Hours: Full Time - 5 days per week 7:00 am – 4:00 pm with scheduled Saturday hours
(Days, hours and times may vary depending on location needs)

Job Summary: Reviews scheduled shipping and receiving schedule, stages loads scheduled to ship soon, prepares for loads scheduled to come inbound for the day, completes regular quality control inspections, and completes all daily, weekly, monthly, and scheduled maintenance.

Duties Include (but are not limited to)

Completes daily, weekly, and monthly preventative maintenance inspections and reports
Reports maintenance problems to management so maintenance can be scheduled
Conducts general repairs
Maintain service and repair records, as well as replacement of parts inventory
Installs and sets up new equipment and communicates with vendors regarding maintenance schedules.
Maintains a clean, safe work area in compliance with established safety policies, and procedures.
Stage loads for upcoming shipments, verify product meets with quality control and product classifications
Make space for incoming shipments, prepares receiving sheets, reviews products for QC issues
Inventory tag ins, review of inventory, quality control issues, organize inventory and WIP inventory
Complete EOM inventory assessments of what we have in inventory, whether there are any QC issues, void outs, tag ins
During down times assists in the warehouse production duties.
Assists at Recycling Events

Skills Needed:

Basic knowledge of truck maintenance and repair.
Safety conscious and the safe operation of all tools and equipment needed during the repair and servicing of equipment
Proficient computer knowledge, ability to type emails, reports, complete checklists, print off forms
Good communication and organizational abilities, as well as maintaining a positive work atmosphere.
Self-starter, aggressive work ethic, and ability to work with minimal supervision.
Ability to quickly learn about our recycling equipment, services, and products

Experience Preferred:

Forklift Experience
General repair experience

Requirements:

High school diploma or G.E.D.
Valid driver's license and transportation
Must wear required PPE.
Dependable and punctual attendance

I have received and understand this job description.

Date

Signature