Job Title: Hydraulic Technician

The below description is intended to describe the general nature and level of work being performed by the employee(s) in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job.

This Job Description only serves to describe the position. It is not an employment contract. Pneumatic and Hydraulic Co. reserves the right to modify job duties or job descriptions at any time.

A. Job Summary:
   - The Hydraulic Technician repairs and rebuilds all hydraulic components: pumps, motors, cylinders, valves, etc.

B. Job Functions
   - Repairs pumps, valves, and cylinders as related to our business, per customer request
   - Tests and inspects hydraulic pumps, valves and cylinders, etc.
   - Conducts field service calls for various equipment such as hydrostatic testing equipment
   - Installs hydraulic components onto in house or customer equipment
   - Uses measuring devices, calculators and myriad hand tools, torque tools and various other tools to service equipment
   - Tests and certifies all rental and other equipment as required
   - Performs on site maintenance and repair to customers equipment
   - Professionally interacts with customers to determine service issues
   - Provides technical support via multiple communication avenues as necessary to all departments and customers as necessary
   - Works closely with Repair Coordinator to ensure efficient and accurate quoting and billing of repair & service work to include reports, filing, product research, customer interaction, status updates, part inquisition, and repair needs evaluation
   - Keeps chronological records of service activity to include receiving, evaluation, parts requests, repairs, completions, and tests/certifications
   - Attends various certification classes and schools as required
   - Shop maintenance including cleaning, organizing, trash removal, and securing valuables during non-working hours

C. Certification Requirements / Experience
   - HS Diploma or GED equivalent
   - Hydraulic Technician training required; post secondary degree in mechanics or industrial technology preferred
   - 5+ years experience in hydraulic repairs/rebuilds
   - Ability to read schematics, diagrams, and technical charts
   - Clear driving record
   - Solid understanding of mechanical and hydraulic principles
   - Haskel product experience a plus
   - Mechanically inclined
   - Basic math and science skills
   - Excellent troubleshooting and problem solving ability
   - Planning and managing projects
   - Professional and clear written and verbal skills
   - Some MS Office experience
   - Customer service
• Meeting deadlines and schedule restraints
• Dealing with frequent interruptions and changing priorities
• Developing effective working relationships with peers so as to work as a team

D. Physical Job Demands
• Physical demands are moderate, to extreme at times, and typically require the following: 50% sitting, 25% walking and 25% standing, though standing for long periods may be more frequent with needs of task.
• Frequent lifting of supplies and material, carrying, pushing and/or pulling may be required.
• Must be able to work in a shop environment where central A/C and heating are not provided.
• Some travel required.

E. Training
• Hydraulic Technician training is to be carried out at any branch location necessary. The General Manager is responsible for the Hydraulic Technician’s training. When possible the training will be directed by the Service Manager, conducted with the assistance of an incumbent Hydraulic Technician as appropriate.
• The following tasks shall be initially trained on the Hydraulic Technician function:
  o Repairing pumps, valves, and cylinders
  o Testing and inspecting hydraulic pumps, valves and cylinders
  o Conducting field service calls for hydrostatic testing equipment
  o Installing hydraulic components
  o Using measuring devices, calculators and myriad hand tools to service equipment
  o Testing and certifying all rental equipment
  o Keeping records, filing system
• The Hydraulic Technician shall be trained on the following software, as needed:
  o QuickBooks, as needed
  o Microsoft Office programs, as needed
• The following PPE shall be required by the Hydraulic Technician:
  o Steel toe boots in warehouse
  o Safety Glasses in appropriate warehouse areas

F. FLSA Standard
• Non-Exempt

G. Other Information
• The Hydraulic Technician may be located in any PHC branch and reports to the General Manager.
• Hours are 8 AM to 5 PM, with overtime as needed.