

<b>Position Title:</b>	Service Technician	<b>Name:</b>	
<b>Reports to:</b>		<b>Location:</b>	
<b>Start Date:</b>		<b>Department:</b>	
<b>Primary Purpose of Position:</b>			
The primary purpose of this position is to process paperwork required for services.			

### Key Responsibilities & Duties:

#### Major Responsibilities include but are not limited to:

##### 1. Major Accountabilities

###### *(Generic Responsibilities)*

- Assemble the required paperwork associated with completing a service/job
  - Use job cards for job instruction
  - Ensure that completed cards and reports are given to administration
- Maintain Company conduct when present at customer's premises
  - Adhere to procedures for on site visitors
  - Complete site risk assessments before commencing work
  - Complete the work as per the Safe Work Method Statement
- Inventory management
  - Complete stock take of items in vehicle as and when required
  - Inform the relevant persons of stock required for replenishment
- Maintain standard of housekeeping in house and when off site
  - Ensure work area is clean and tidy and without trip or other hazards
- Assist in the maintenance and positive projection of the company's image
- Ensure all activities are conducted in accordance with all OHS requirements
- Follow the company's policies and procedures at all times

##### 2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance
- Meet all requires of employment contract
- Implement company policies as required

##### 3. Working Relationships

**Internally** this position works with:

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**Externally** key working relationships are with:

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**Key Competencies**

- Good organisational skills
- Ability to follow all safe work instructions and safe work method statements
- Communication skills

**Agreement**

I have read this Position Description and confirm that:

- I fully understand the content and agree that it forms the basis of my employment at UBT
- I understand that the company may change the Position Description from time to time to suit the needs of the business

Signed

Employee.....Date:.....

Signed

Manager:.....Date:.....