



Warehouse Support Technician

Trucks:

- Correct number and specific trucks for the days' deployment to be properly fueled and parked ready to deploy
- Truck tablets to be charged and available for crew in truck cab (seat)
- Trucks to be cleaned of debris and non-job required parts and materials prior to crew morning mobilization
- Job specific equipment and materials (solar panels, rails, inverters and batteries), as available, to be loaded in appropriate truck.
- Water jugs, on warm (>75 degree) days, to be in each truck with some ice, optional on cool or wet days
- Trucks to be checked for proper stock of small parts and hand tools per brief visual inspection or per request/part slip from crew
- Trucks to be visually checked for any new damage, low/worn tires on a daily basis; any damage to truck to be reported immediately.
- Trucks to be checked for oil and fluid levels on a weekly basis
- Oil change and other service intervals to be monitored with service log and required services to be requested for approval to perform, then, with approval, performed and noted in service log

Shop

- Shop to be kept neat and orderly as directed and approved by Construction Manager
- Stock materials and small parts to be noted when low and Parts Run/Order Item sheet(s) to be kept in a specific, approved location and given to Construction Manager on a regular basis, as needed, but not less than once a week.
- All job specific materials and freight received to be marked appropriately with Pure Power tag
- Any Returns to be marked appropriately and, if in the shop for more than 1 week, Shop Manager to notify Main Office to ensure equipment is returned expeditiously
- Coordinate with Office to be on site (warehouse) to receive orders and freight, marking appropriately as noted above, checking for damage, proper count and type of equipment per order/packing slip/bill of lading and place shipping paperwork in appropriate bin
- Deliver packing slips, receipts and other records to office staff daily.
- Maintain proper charge on forklift (not overcharging) and battery water fill (monthly).

Field Operations Support

- As needed, be available for parts runs, deliveries to job sites, equipment pickup, recycling and debris (pallet) handling
- Ensure truck power tool batteries are sufficiently charged, are on the truck and ready for work
- Relay materials received, tool or part needs/questions or other relevant information to appropriate channel.