

Controlled Fluids, Inc.  
Job Description

**Field Service Technician**

**Reporting Relationship and Functional Role**

This position reports functionally to the Service Center Foreman and administratively to the Production Manager. The Field Service Technician position has two levels; each with slightly different requirements in education and/or experience.

**Requirements & Conditions**

**Education:** High School diploma or equivalent; Preferred: Trade school or other certifications.

**Experience:** There are two levels for the Field Service Technician, each building on the other as follows:

- The uncertified Field Service Technician has 3-8 years experience and does not have any specialized hydraulic certification.
- The Senior Field Service Technician has 8+ years experienced and has specialized hydraulic training/ or other certified schooling.

**Skills, Knowledge, Abilities:** Know basic tools, average to good math skills (fractions), basic computer skills, read and understand hydraulic/electrical schematics.

**Character Traits:** Team oriented and spirited, dependable, integrity, strong interpersonal and communication skills (both written and oral), organized, and able to handle multiple assignments with strict deadlines.

**Physical Requirements:** Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending

**Working Conditions/Environment:** Customer jobsite and shop conditions (no central heat or air condition); outdoor work required; uniforms supplied.

**Responsibilities and Job Duties**

**Job Responsibilities**

- Operating and inspecting assigned equipment including but not limited to forklifts, vehicles, tools, and/or cranes.
- Assist/perform evaluations, repairs, and/or new builds per the job traveler, procedures, drawings, and verbal instructions.

- Assist/perform the assembly process and testing of hydraulic power units, lube systems, and components as per customers request, procedures, drawings, and verbal instructions.
- Complete Field Service Paperwork; timesheets, JSA, Delivery Tickets, etc.
- Direct Contact with Customers, OSS, ISS, etc.
- Assist with maintenance inspections of field service equipment, while making necessary repairs.

**General Administrative Responsibilities**

- Assist in the development, review, and maintenance of processes, procedures, and guidelines.
- Assist in special projects as assigned by the Production Manager.
- Subject to other duties and/or projects as assigned by CFI Management.

**Reviewed and Accepted by:**

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_