

Professional Carpet Systems

Job Description

Job Title: Preparation/Shop Specialist

Issue date: December 2009

Reports to: Production Supervisor

Department: Operations

Purpose

The purpose of this job description is to increase an individual's ability to successfully perform the job position. In order to be successful in any position within our organization, it is important that every team member knows what the job entails and what is expected.

Overview

As a team member of PCSNiagara this position acts as an integral part of our processes to maintain vehicle's and equipment in a "like new" condition which provides the "back stage" allowing Specialist's to maintain our high quality cleaning standard. This position provides the pillars to support the "front stage" of operations by having vehicle product stock levels maintained and proper equipment kits loaded for scheduled work as well as our premises to welcome any of our clients and guests. Not only is this position instrumental in maintaining efficiencies within the production department of our organization it is also an important factor in keeping our work environment a safe one. As a representative of Professional Carpet Systems you will be expected to meet and exceed the outstanding reputation that we have built in the Niagara region as an ethical, trustworthy, knowledgeable organization.

Responsibilities

- Complete adherence to company policies and mission, vision, value statement
- Prepare and maintain cleaning products in commercial vehicles
- Inventory and stock required cleaning equipment/supplies and kits in vehicles
- Maintain fleet equipment in ready state for cleaning- fill water/dispose waste water/fuel
- Drive commercial vehicles safely according to road conditions and Ministry guidelines
- Ensure vehicles are clean and presentable
- Perform vehicle inspections to Ministry guidelines and appropriate manufacturer maintenance procedures
- Inspect, clean, maintain all portable cleaning equipment and tools to manufacturer guidelines
- Report any repair and maintenance issues
- Perform minor equipment maintenance
- Assist in inventory control of equipment and product stock levels of PCSNiagara
- Facility cleaning and maintenance - building and property (janitorial work, grounds keeping)
- Care and control of all tools and equipment
- Participate in achieving monthly and yearly financial goals
- Participate in company meetings and training sessions
- Participate in personal and professional self development programs within the company as well as on personal outside time

Professional Carpet Systems

Job Description

- Meet company accepted standards (metrics) for accuracy and completion of responsibilities
- Other responsibilities as required

Health & Safety

Professional Carpet Systems regards its employees as the most valuable asset in the company. It is the policy of our company to provide a safe and healthy work environment through a proactive occupational health and safety improvement process. It is every team member's responsibility to promote and adhere to our health and safety programs to ensure that we always maintain a safe working environment.

Qualifications

High school education

Driver's license and clear driving record

Mechanical experience and aptitude

Bondable

Competencies

Technical – Read, speak and write English, basic math, set up, operate and troubleshoot equipment, operate a commercial vehicle, oral presentation, organized, high quality standards, communicates effectively, strategic thinking, self control

Behavioral – Commitment to personal development, situational judgment, integrity, concern for quality and standards, stress management and flexibility, positive attitude, internal customer service, problem solving, coachable, deliver results, personal responsibility, directness

Work Environment

While performing the essential functions of this job, the employee frequently works in cool/hot or humid conditions (non-weather) as well as outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is moderately loud when performing tests on equipment.

Physical Demands

Heavy lifting (80 lbs.), bending, stretching, kneeling, crouching and crawling. Constantly standing, walking. Handle or operate tools and controls and reaching with hands and arms.

Equipment

A variety of carpet cleaning and other cleaning equipment.

Hand and power tools including but not limited to, tool kit, wrenches, drills, saws, grinder, multi meter.

Personal Protective Equipment.

Professional Carpet Systems

Job Description

Schedule

Sunday - Thursday evenings

Monday - Friday evenings

Flexibility required

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Supervisor Signature: _____ Date: _____