

HEART
TO
BEAT LLC
Safety Training, Consulting & Equipment

Job Title:

Service Technician

Reports To:

The Service Technician will report to the Director of Operations and CEO

Classification:

Non-Exempt

Job Overview:

A full-time position with Heart To Beat LLC, Service Technicians report to the Director of Operations and CEO. A Service Technician is responsible for inspecting, assessing and restocking AEDs, First Aid Cabinets, Eyewash Stations, Bloodborne Pathogen Kits and Stop the Bleed Kits at various locations contracted by Heart To Beat. Service Technicians are responsible to maintain a schedule of visits either monthly or quarterly, depending on a client's contract. The service Technician may also assist with scheduled training classes as an instructor aide, supporting lead instructors.

Responsibilities and Duties:

- Organizes and packs service kit for necessary equipment at client sites.
- Drives company issued vehicle safely to location of training when directed.
- Provides professional and timely service to customers.
- Organizes daily route to optimize efficiency.
- Maintains vehicle maintenance log and professional appearance of company issued vehicle.
- Keep tablet updated and in compliance with company policy.
- Maintain adequate vehicle stock of all required supplies.
- Obtains and Maintains First Aid and CPR Certification and Fire Extinguisher Inspection License.
- Assists the lead Instructor moving equipment throughout the duration of the class as directed.
- Records service records in the Heart To Beat Portal.
- Offers superior customer service to clients while completing service tickets.
- Disinfects and packages all training equipment to be transported back to office.
- Unpacks vehicle and completes other tasks associated with Heart To Beat policies and procedures.

Qualifications:

- High School Diploma or greater.
- Ability to lift 35 or more pounds independently.
- Must be enthusiastic, responsible, articulate and well organized.
- Must have flexibility in various work environments and be willing to travel locally.
- Valid Driver's License and clean driving record.
- Successful completion of Pre-Employment Screening background check.

Required Education and Experience

- High school diploma or GED

Additional Eligibility Qualifications

- Valid Driver's License and clean driving record.
- Successful completion of Pre-Employment Screening background check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping and crouching. The position may require occasional lifting of products weighing up to 30 pounds.

Position Type and Expected Hours of Work

This is a part-time position and regularly requires long hours and frequent evening and weekend work.

Travel

Must have flexibility in various work environments and be willing to travel locally.

Work Authorization/Security Clearance

All employees must complete I-9 authorization within first three days of employment.

AAP/EEO Statement

Heart To Beat is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, sex, religion, sexual orientation, veteran status, national origin, age, disability, or any other protected classification.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____