



SHOP HELPER JOB DESCRIPTION

Job Responsibilities include but are not limited to:

- Learn by paying attention and participating with all that is being asked within all aspects of the fire sprinkler trade
- Deliver material to job sites where needed.
- Pick up material at warehouses and deliver to shop or job site.
- Check in material and maintain pick tickets and turn into admin.
- Other duties as assigned

Expectations:

- Believe In, Live, and Support Our Mission Statement, Core Values and Business Plan Daily
- Safety First
 - Ensure timely and complete submittal of JSAs, Toolbox Talks, Audit Forms, etc.
 - Ensure timely and accurate Incident and Accident Reporting
 - Hold yourself accountable for all Safety Initiatives
 - Hold yourself accountable for Safe Driving of Company Vehicles
 - Ensure awareness and support of Stop Work Authority
- Complete all Training Requirements – Safety, Certifications, etc.
- Submit accurate Timesheet – job numbers/names, OT and travel pay, completed on time, etc., support transition to Electronic timesheet submittal
- Ensure all required documents are complete, accurate and professional, with required signatures
- Ensure proper Inventory Management – review, update, and approve packing slips – submitted timely, proper material management
- Ensure proper Maintenance and care of equipment – trucks, lifts, tools, etc.
- Keep jobsites clean and organized
- Ensure Production Efficiency – awareness of budget vs. actual labor hours and proactive communication with superintendent
- Support and Ensure Adherence to Company SOPs – Purchase Orders, Change Orders, etc.
- Timeliness – at the job on time; attendance; communication with supervisor; paperwork
- Ensure Customer Satisfaction and respond to Customer Satisfaction Survey feedback improvement opportunities
- Maintain Quality Control i.e. reduce the need for return trips and warranty work
- Maintain a Professional appearance
- Communicate effectively and professionally within the department and with internal and external customers



- Teamwork – maintain positive interactions within your team, local office, etc.
- Actively Participate in required team meetings
- Ability to work overtime, out of town or on-call as needed

Knowledge:

- Basic Math and Reading
- Understand and follow basic Safety procedures
- Minimum education of High School Diploma or Equivalent

Work Experience:

- Helper or construction experience is a plus

Skills and Competencies:

- Good communication skills
- Sense of pride, integrity, and organizational ability
- Must enjoy working independently and outdoors

ACKNOWLEDGEMENT:

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read, understand, and agree with this explanation and job description.

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____



Physical Requirements:

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

Task Title/Job Title: Shop Helper

Date of Analysis: 2021

"O" Occasionally 0 - 33%, "F" Frequently 34 - 66%, "C" Constantly 67 - 100%

	Frequency/Duration/Weight																	
	≥ 8 Hours			≥ 10 Hours			≥ 12 Hours			≥ 25 lbs.			≥ 50 lbs.			≥ 75 lbs.		
	O	F	C	O	F	C	O	F	C	O	F	C	O	F	C	O	F	C
Pushing			X		X		X					X		X		X		
Pulling			X		X		X					X		X		X		
Climbing		X		X			X											
Balancing			X		X		X											
Bending and Twisting			X		X		X											
Squatting	X			X			X											
Crawling	X			X			X											
Kneeling		X		X			X											
Reaching			X		X		X											
Handling			X		X		X											
Fingering			X		X		X											
Feeling			X		X		X											
Lifting and Carrying			X		X		X					X		X		X		
Working overhead		X		X			X											
Working at heights		X		X			X											
Standing			X		X		X											
Sitting	X			X			X											
Walking			X		X		X											

While performing the duties of this job, the employee will frequently be required to use ladders and scaffolds while wearing Personal Protective Equipment. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.