



JOB POSITION

Lead Power Technician

JOB DESCRIPTION

Lead Power Technicians are responsible for powering electricals for the event. In charge of overseeing the maintenance and building the power supplies and generators/heavy duty generators. Timely installation, safe use of power, and related equipment. Will help customers and delivery personnel load and unload vehicles. The work is typically very physical and demanding, both from strength requirements and the stamina required. Will also help maintain inventory. Shipping and receiving functions, from light to heavy, are also performed. Assisting with janitorial responsibilities, both inside and outside the premises may also be involved. Job will consist of 15% driving services and 85% labor/event setup and breakdown services.

WORKING CONDITIONS

Must stand for long periods of time. The work will be split between general warehouse conditions on non-event days, in which some work areas may not be heated or air conditioned and conditions outside which vary from day to day. This job requires constant interaction with co-workers and with the public. This position requires frequent lifting and a significant degree of walking, bending and transporting objects of various weights and dimensions. May possibly have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents. Propane is an obvious hazard; hence a sense of smell is required.

ORGANIZATIONAL STRUCTURE

Reports directly to Operations Manager

JOB RESPONSIBILITIES OUTLINE

- Pull and load tent, electrical gear & related equipment with warehouse support:
 - Receive order or load list.
 - Decipher load list and pull necessary equipment for job.
 - Make necessary adjustments in load list and check load list against order.
 - Check weather conditions prior to & during installation.

- Build/maintain/repair power distribution systems.
 - Perform quality control inspection.
 - Check equipment off list as it is loaded and load equipment on truck in proper order.
 - Secure load for safety.
 - Load tools & operation equipment.
 - Check final load.
 - Assemble various tents, generators, etc. per manufacturer and company, safety policy & procedures.
 - Lay out drop cloth in area of tent to protect top.
 - Coordinate with Crew Leader on layout.
 - Layout all components per specification and diagram.
 - Install anchors, concrete ballasts, water barrels, etc. uniformly.
 - Secure tent with final tie off.
 - Inspect tent for proper assembly.
 - If applicable install all other rented accessories per layout.
 - Maintain tent job after installation and adjust per weather conditions.
 - Inspect power supplies, generators, and accessories for damages before removing.
- Complete paperwork if necessary.
- Remove rented accessories.
 - Remove tent per manufacturer, company, safety policy & procedures.
 - Repair minor tears, etc. on-site or tag for repair.
 - Load truck properly at rental site.
 - Work with warehouse support to be sure truck is unloaded properly and that everything is returned to inventory.
 - Loads and/or unloads truck, with Houston Tents & Events equipment assisting your team of helpers
 - Perform daily pre-trip and safety inspections on equipment
 - Must operate power supplies and generators in the safest possible way, always wearing seat belt
 - Work in adverse weather conditions
 - Must report any mechanical or operation problems with the power supplies and generators
 - Follow state and local safety regulations and precautions
 - Maintain TX DOT log according to state and federal regulations.
 - Complete all necessary paperwork and maintain records

- Maintain telephone contact with operations and office manager to receive instructions or be dispatched to new location.
- Position blocks and ties rope around items to secure cargo for transport
- Make use of equipment to load, unload, trucks
- Maintain truck clean inside
- Be the reason for the successful execution of all events, from the simple drop-offs to intricate installations
- Build trust and rapport with clients on all jobs by cool and calm handling of any situation

Fill in for other positions, when necessary, for smooth operation of the business.

- Adhere to all company policies, procedures, rules, and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Attend team safety meetings.

Greet and assist customers with loading and unloading of rental equipment. Be sure customer understands proper usage and safety features of rented equipment. If loading securely fasten equipment to customer's vehicle.

- Report to operations manager or office staff upon completion of job and any note any necessary repairs needed.
- Report safety violations to operations manager or office manager.
- Provide high level of customer service to ensure accounts are satisfied with product and timeliness of deliveries.
- Competent working independently on a daily basis with minimal supervision.
- Perform other duties as requested.

EDUCATION SKILLS & REQUIREMENTS

- A high school diploma or equivalent GED is preferred but not required.
- Must be able to lift approximately 70 lbs.
- Efficient and comfortable driving 16' – 24' box trucks or trucks with trailers (no CDL required)
- Hold Valid Class C Texas Driver's License & Social Security Card
- Aged 25 or Older (if driving box truck vehicles only, pickup trucks is acceptable)
- Language skills that allow employee to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must have own vehicle transportation to and from work.
- No felonies as required by state school districts for our industry.
- Clean Criminal Record, 0 Infractions
- Must maintain a professional personal appearance.

- Must possess customer relation skills.
- Computer knowledge is preferred. Training on rental software and mobile applications will be provided.
- Must be able to speak English clearly and write legibly.
- The ability to speak other languages is a plus.
- Must be able to pass company drug screen.
- Must maintain an acceptable attendance record.
- Must have a full range of motion and dexterity.
- Must be able to understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.

Offer Extended By: _____ Date: _____

Status of Offer: Accepted Declined

Applicant Name: _____ Applicant Signature: _____

Our company is an equal opportunity employer, we celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran.