



**Burris Equipment Co.
Rental Service Technician**

**Employment Opportunity
2001 Cherry Hill Rd, Joliet, IL**

If interested please contact:

***Elie Kari, Branch Rental Manager
815-464-6650 ext. 431***

RENTAL TECHNICIAN – JOB DESCRIPTION

Basic Function: Performs routine maintenance, repair on rental equipment and checks for proper operation of safety devices. Performs all work in a safe, efficient, and capable manner.

Responsibilities:

1. Performs service tasks and safety checks of all rental equipment prior to use by the customer.
2. Instructs customer in the proper, safest use of all rental equipment.
3. Properly fill out part requests forms, unit inspections, and equipment tags.
4. Have customer sign equipment ready tags and return them to the rental coordinator along with any keys that were returned with equipment.
5. Notify rental counterperson or rental manager of any damage, fuel, keys missing, owner manuals missing when equipment is returned.
6. Keep abreast of all changes in various models of equipment rented and sold by the distributor.
7. Performs routine maintenance on rental units, in-stock sales units, vehicles, and trailers.
8. Performs field maintenance on large and small rental equipment, if necessary.
9. Informs the Rental Manager of any additional work needed on a unit by the service department.
10. Notifies Rental Manager if rental equipment/shop equipment or vehicle is not in serviceable condition or constitutes a safety hazard.
11. Return shop tools to their proper location at the end of each shift clean and ready for the next man to use.
12. Conducts himself in the presence of customers in a manner which will retain a good opinion of the company and the rental department.
13. Take advantage of all opportunities to attend schools and training sessions in order to upgrade technical competence
14. Works in a safe manner always, this includes the operation of rental equipment in a safe manner.
15. Clean up tools and work area at the end of each shift, so it is ready in the morning; this includes air hoses, pressure washer, and extension cords.
16. Close down the shop at the end of the day; this includes, turning off air compressors, lights, water, pressure washer, fuel island, breakers, and fans; turning down heat in the winter, making sure there is no small equipment left outside including a forklift. Make sure the yard and the surrounding areas are clear and gates are shut and locked. All trucks are locked, and keys are upfront on the board.
17. Performs other duties as prescribed by Rental Manager from time to time.

Specifications:

1. Must be able to lift 90lbs, 75% of the time, in order to load and unload rental and repair equipment.
2. Must have knowledge of construction equipment and its operation.
3. Must be competent in the repair of small engines.
4. Must be able to drive a pickup truck and trailer, holds a valid driver's license.
5. Must supply proper set of tools to perform the job as described.