



Position Description

Title: Shop Technician

Department: Production

Reports To: Production Manager

FLSA Status: Non-exempt

Summary: The Shop Technician is responsible for the through cleaning, inspection, and preparation of stainless steel vessels, piping and related process equipment with the manufacturing facility. This role requires attention to detail, adherence to safety and quality protocols, and the ability to operate cleaning equipment and handle chemical cleaning agents in a safe and compliant manner. The Shop Technician works as part of a team to ensure all vessels and piping meet established cleaning standards prior to use in assembly.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Clean, sanitize, and inspect stainless steel vessels, tanks, piping, and associated components using manual, chemical, and mechanical cleaning methods.
- Disassemble and reassemble vessel components, gaskets, valves, and fittings for cleaning and inspection.
- Operate pressure washers, steam cleaners, and other industrial cleaning equipment safely and effectively.
- Mix, handle, and apply cleaning chemicals and sanitizing solutions in accordance with Safety Data Sheets (SDS) and facility procedures.
- Perform visual inspections of vessels and equipment for cleanliness, surface defects, corrosion, or contamination; document and report findings.
- Complete cleaning logs, inspection records, and other required documentation accurately and in a timely manner.
- Stage cleaned vessels and equipment in designated areas; apply proper labeling and tagging.
- Monitor and replenish cleaning supplies and chemical inventory; notify manager of low stock.
- Maintain a clean, organized, and safe work environment in the shop and surrounding areas.
- Follow all OSHA regulations, facility safety policies, and standard operating procedures (SOPs).
- Wear and maintain required personal protective equipment (PPE) at all times in designated areas.
- Assist with minor maintenance tasks, equipment moves, and other shop duties as directed by the manager.
- Participate in safety meetings, training sessions, and continuous improvement initiatives.
- Report equipment malfunctions, safety hazards, or quality concerns to management promptly.
- Uphold, support, and promote all company policies and procedures



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Supervisory Responsibilities: None

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

- High School diploma/GED, Technical school or some college preferred
- Two or more years of experience as a Shop Technician or comparable experience in manufacturing and fabrication, with a strong mechanical aptitude highly desired.
- Skilled experience using power tools, overhead cranes, and forklift trucks desired.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry, and utilize a calculator.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- Valid drivers license required

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.

- Ability to perform job functions in a confined space.
- Standing – Approximately greater than 2/3 of on-the-job time, for a minimum of 8 hours daily.
- Walking – Approximately greater than 1/3 of on-the-job time.
- Sitting – Approximately less than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately greater than 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 2/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 2/3 of on-the-job time.
- Talking or hearing – Approximately 1/3 to 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.



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- Weight lifted/Force exerted – An average of approximately more than 50 pounds, less than 1/3 of on-the-job time, non-continuously.
- Ability to work at heights of 20 feet or more
- Vision – Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right, while eyes are fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Vision requirements listed are primarily applied to detailed technician work, various machinery and tool usage and reading of CAD drawings and other instruction manuals.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – Exposure to potentially hazardous environmental conditions may include the following:

- Wet or humid conditions (non-weather) – Approximately less than 1/3 of on-the-job time.
- Work near moving mechanical parts – Approximately greater than 2/3 of on-the-job time.
- Work in high, precarious places – Approximately 1/3 to 2/3 of on-the-job time.
- Fumes, gasses or airborne particles – Approximately 1/3 to 2/3 of on-the-job time.
- Toxic or caustic chemicals – Approximately less than 1/3 of on-the-job time.
- Outdoor weather conditions – Approximately 1/3 to 2/3 of on-the-job time.
- Extreme cold (non-weather) – Approximately less than 1/3 of on-the-job time.
- Extreme heat (non-weather) – Approximately less than 1/3 of on-the-job time.
- Risk of Electrical Shock – Approximately 1/3 to 2/3 of on-the-job time.
- Vibration – Approximately less than 1/3 of on-the-job time.
- Ability to perform duties in confined spaces.

Noise: Loud – (noise levels not exceeding 85dB)