



**Contractor Service & Fabrication, Inc.**

**Job Posting:**

***Part-Time Position: Front Desk Receptionist***

**General Purpose:**

Provide general office support through a variety of clerical activities and related tasks. As the face and voice of CSFCO, the receptionist is responsible for answering incoming calls, directing visitors or incoming calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties as needed.

**Typical Duties & Functions**

Job duties and responsibilities include but are not limited to the following:

- Manages the telephone and switchboard
- Operate paging/telephone system as required
- Answers calls timely and courteously
- Directs calls promptly and accurately
- Assists visitors upon arrival to the facility
- Greets visitors upon entry to the building courteously
- Assists those visitors by giving directions or contacting the person they have come to visit
- Demonstrates customer service skills in every interaction via phone or in person
- Greets people effectively and offers assistance
- Offers assistance
- Maintains a neat and orderly work area
- Responsible for copiers such as maintenance calls, replenishing paper supplies, etc...

**Experience Necessary:**

Candidate must understand and obtain competent working knowledge of the following

- Office Administration and Procedures
- Proficient in relevant computer software. (Excel, Word, PowerPoint, Outlook, Pdf Programs \*Adobe \*Ecopy)
- Business and management principles

**Skills/Qualifications Preferred:**

High school diploma

- Proficiency with use of Multi-Function machines & binding machines
- One (1) year of administrative experience
- Strong organizational and planning skills
- Excellent time management skills and
- Ability to multi-task and prioritize work
- Attention to detail and accuracy
- Excellent verbal and written communication skills
- Work well without supervision



**Contractor Service & Fabrication, Inc.**

## **Job Posting Full Time Position: Facility Maintenance Supervisor**

### **Job duties and responsibilities include but are not limited to:**

- Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment, and skill of personnel.
- Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Investigate accidents or injuries and prepare reports of findings.
- Monitor employees' work levels and review work performance.
- Requisition materials and supplies, such as tools, equipment, or replacement parts.
- Make minor electrical repairs (i.e. receptacles, lighting, and switches).
- Repair or replace light fixtures where needed.
- Splice wires with knives or cutting pliers, and solder connections to fixtures, outlets, and equipment.
- Install new fuses, electrical cables, or power sources as required.
- Locate and remove or repair circuit defects such as blown fuses or malfunctioning transistors.
- Assemble pipe sections, tubing, or fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing, or welding equipment.
- Install pipe assemblies, fittings, valves, appliances such as dishwashers or water heaters, or fixtures such as sinks or toilets, using hand or power tools.
- Keep records of work assignments.
- Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks
- Direct helpers engaged in pipe cutting, preassembly, or installation of plumbing systems or components.

### **Knowledge & Technology utilized for this position**

- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Building and Construction** — Knowledge of materials, methods, and the tools involved in construction or repair
- **Mathematics Skills**— Knowledge of basic mathematics and their applications
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Electrical** – How to use a multimeter to perform minor electrical repairs and troubleshooting
- **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Repairing** — Repairing sheet rock, door hinges, door closures, and office furniture.
- **Plumbing** – Basic plumbing skills. Knowledge and understanding of plumbing, drains, piping, faucets, toilets, urinals, and hot water heaters and how to perform simple repairs or installs.
- **Painting** – Be able to perform painting walls, doors, and pipes when required.

### **Tools used in this occupation**

Pipe cutters; Power pipe cutters; Ratcheting polyvinyl chloride PVC cutters; Tubing cutters; Air pressure gauges; Heavy duty water pressure gauges; Maximum reading water pressure gauges; Water pressure gauges; Chain wrenches; Spud wrenches; Strainer wrenches; Water heater element removal wrenches; Bench voltmeters; Clamp voltmeters; Light emitting diode LED voltage tester; Neon voltage testers Bench ammeters; Clamp ammeters; Volt-ammeters; Ball end hex key sets

### **Suggested Skills & Experience**

- Excellent troubleshooting skills.
- Knowledge of industrial power equipment
- Electrical Testing/Measurement
- Manage installation of small capital improvement projects

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Rev 7.16.2018



## Contractor Service & Fabrication, Inc.

### Job Posting

#### **Full Time Position: Rotating Equipment Mechanic**

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#### **Job duties and responsibilities include but are not limited to:**

- Perform precision quality repairs, modifications, and preventative maintenance.
- Perform General Millwright work.
- Perform work on all types of rotating equipment (pumps, gearboxes, compressors, blowers, fans, precision measurements.)
- Ability to use a variety of hand tools, machine tools, and precision measuring instruments (inside and outside micrometers, depth gages, feeler gages and dial indicators.)
- Perform and demonstrate alignment techniques.
- Clean, lubricate, and repair pumps and vessels, using hand tools and equipment.
- Connect hoses and pipelines to pumps and vessels prior to material transfer, using hand tools.
- Proactively improve site reliability by performing precision repairs.
- Ensure part sizes and dimensions are accurate.
- Operate lift equipment and cranes to safely move parts and pumps.
- Follow procedures to disassemble pumps and parts, blast & clean parts, and re-assemble of pumps and parts. Must be able to perform this task independently.
- Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, or in person.
- Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

#### **Knowledge & Technology utilized for this position**

- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word

#### **Tools used in this occupation**

Laser Alignment; Dial Indicators; Feel Gauges; Pipe or tube cutter — Pipe cutters; Power pipe cutters; Ratcheting polyvinyl chloride PVC cutters; Tubing cutters • Power drills — Cordless power drills; Direct tap machines; Hammer drills; Right-angle drills • Power saws — Circular saws; Reciprocating saws; Pullers — Bearing pullers; Chain pullers; Comealongs

#### **Suggested Skills & Experience**

- Excellent troubleshooting skills.
- Knowledge of industrial equipment — various pumps, blowers, gearboxes, compressors, and vacuum pumps.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding written sentences and paragraphs in work related documents.

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Rev 8.14.2018