**Job Title:** Inventory &Shop Hand **Department:** Shop

**Summary:**

A Shop Hand is responsible for all activities conducted in the workover shop including the following:

**Essential Duties & Responsibilities**

* Primary contact for parts receiving
* Maintain parts inventory
* Ensure shop is clean and organized
* Yard maintenance
* Assist mechanics as needed
* Maintain a safe working environment in workover shop
* Assists in organization of tools
* Assists with welding as needed
* Attends and participates in safety meetings
* Understand and comply with company, customer, and health/safety policies, and any other regulations that are required.
* Report any and all incidents immediately.
* Able to work in all weather conditions
* Performs other duties as directed by management.

**Required Skills**

* Must be able to operate equipment
* Must be able to work in fast-paced environment
* Must possess organizational and problem-solving skills
* Must be able to work with a team
* Must be able to lift 60 lbs. and handle physical demanding work
* Must be able to communicate using oral and basic written communication
* Must pass a Pre-Employment Drug & Alcohol screening and participate in the random testing pool
* Must pass a background check and motor vehicle record check
* Arrange for reliable transportation to and from work

**Qualifications**

The requirements listed in this job description are representative of the knowledge, skill, and/or ability required and must be met by an individual to successfully perform the essential functions of this job.

**Work Environment**

This job operates in a shop environment. The role seldomly works in all weather conditions, including but not limited to: extreme cold, heat, wind, rain, etc.

**Position Type/Expected Hours of Work**

Full-Time/ Monday-Friday

 **Licenses & Certifications**

* Valid Driver’s License

**Education & Experience**

* High School Diploma or equivalent

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.