



**Position:** Service Technician  
**Department:** Service  
**Reports To:** Service Manager/Service Operations Manager  
**Supervises:** None  
**Job Group:** Craft workers  
**Exempt or Non-Exempt:** Non-Exempt

**Job Description:**

This individual will be responsible for the effective repair of machinery and components at high levels of quality. Their work must be completed in a safe, professional and timely manner. Based on their level of expertise, the Service Technician may work under direct supervision. This individual must be able to perform dealership level quality work as efficiently and profitably as possible, work overtime and weekends on occasion.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

**Specific Duties Include:**

- Diagnose, inspect, recondition, repair, assemble and service equipment as assigned by the supervisor.
- Ability to learn and evolve with both in the equipment we service and tools we utilize.
- Document machine information and repairs completed on work order, including parts and fluids used.
- Maintain a clean work area, as well as care for all shop tools, machines and equipment.
- Identify and communicate solutions for customer service opportunities in the dealership's area of responsibility.
- Maintain technical and product knowledge on all equipment sold within the dealership's area of responsibility.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

**Job Requirements:**

- Excellent mechanical skills
- Trade-specific tooling, including hand and pneumatic tools
- Strong computer skills
- Excellent customer service skills
- Ability to assemble and perform maintenance functions on equipment
- Strong oral and written communication skills
- Strong organizational skills
- Graduation from related diesel technology program preferred
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship

EOE/M/F/Disabled/Veteran

**Essential Job Functions:**

<b>Activity</b>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting		X		
Walking		X		X
Standing				X
Bending (neck)			X	
Bending (waist)			X	
Squatting			X	
Climbing			X	
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___				
Is repetitive use of hand required?			X	
Simple Grasping			X	
Power Grasping		X		
Fine Manipulation		X	X	
Pushing/Pulling			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)		X		
<b>Lifting:</b>				
0-10 lbs.			X	
11-25 lbs.			X	

26-50 lbs.			X	
51-75 lbs.		X		
76-100 lbs.	X			
<b>Carrying:</b>				
0-10 lbs.			X	
11-25 lbs.			X	
26-50 lbs.			X	
51-75 lbs.		X		
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment			X	