**Position Description**

The Shop Assistant is an integral position that facilitates courier responsibilities, shop maintenance and cleanliness, as well as performs minor technician duties, as assigned. The person in this position must be self-motivated and able to perform a variety of tasks on a daily basis. The Shop Assistant would also be in a position to learn more technician-related skills and abilities, with the opportunity to potentially move into the Installation Technician Apprentice Program.

**Major Areas of Responsibility**

- Detail, wash, and maintain shop trucks and equipment to meet company quality standards
- Ensure the shop maintains a clean, organized, and professional presentation at all times
- Maintain a safe working environment in all designated shop areas; attend daily safety briefings
- Act as a courier to transport vehicle parts between OTE and various locations
- Ensure compliance with all safety requirements, policies, and procedures
- Report equipment malfunctions/concerns, as well as job site incidents and injuries immediately
- Complete and maintain all required safety training and certifications
- Adhere to all OSHA, EPA, and Omaha Track/Omaha Track Equipment rules and regulations
- Performs all job duties as assigned to reduce duplication of effort
- Provide support to OTE departments as assigned

**Minimum Qualifications**

- High school diploma or equivalent required; post-secondary education is preferred
- Previous experience in a mechanical shop environment is preferred; intermediate mechanical skills are desired
- Effective verbal and written communication skills, including the ability to read, write, and speak English fluently
- Valid driver’s license required (must not have any major driving offenses within the last three years)
- Class A or Class B CDL is a plus

**Work Requirements**

- Dependable and consistent attendance/punctuality
- Understand and accurately interpret/follow laws, rules, regulations, and other railroad/Omaha Track guidelines
- Establish and maintain cooperative and effective working relationships with a diverse group
- Ability to safely drive a DOT regulated vehicle
- Ability to obtain and maintain a DOT medical card, required for DOT regulated vehicle operation
- Ability to work in both indoor and outdoor environments, subject to all elements and conditions
- Ability to meet all functional requirements including, but not limited to: lifting (up to 50lbs), sitting, kneeling, standing, walking, bending, squatting, finger dexterity, and reaching above/below shoulders

*Please note 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.*

*This job description was last updated on June 20, 2017.*