



Now Hiring

Welding Service Technician

Position Overview

Terrace Supply Company is seeking a full time Welding Service Technician for our Villa Park, IL location. The Welding Service Technician troubleshoots and repairs welding and industrial equipment, evaluates warranty status, and processes work orders and warranty files in a timely manner.

Essential Job Functions:

- Must be able to read machine schematics.
- Troubleshoot machines in a timely manner where safety, quality and customer service are priority.
- Fill out work orders completely.
- Contact manufacture to discuss warranty issues and fill out proper paperwork for company to receive warranty payment.
- Maintain major manufactures warranty status for company.
- Keep work area, equipment and vehicle clean, safe, and organized.
- Ensure all machines and equipment are safe to use for customer.
- Must be able to thrive in a fast paced environment with a high variety of activities. Must be able to work on multiple tasks at one time.
- Must have experience working with small tools as well as specialty tools for example: Multimeter, Oscilloscope, Amp Meter, IGBT Testers, Load Bank, etc.
- Keep work load within service department goals
- Ideal candidate would have basic knowledge of welding in order to test machines after repair (will train)
- Good communication skills needed to inform the service manager of any possible problems or safety concerns.
- Keep inventory accurate and on hand.
- Conduct service calls when needed.
- Ability to operate a forklift (will train)
- Follows all safety policies and procedures including use of safety equipment (PPE) and equipment safeguards.
- Performs other duties as assigned.

Qualifications:

- Must be able to read schematics.
- Must be proficient in the use of basic electrical and electronic test equipment.
- Previous knowledge and experience with regards to metal fabrication and welding in a manufacturing environment is helpful, but not necessary.
- Must have the ability to follow manufacturing and equipment specifications, perform basic math calculations, read schematics and use a computer.
- Candidate must be able to write, read and communicate in English and follow detailed instructions.
- Current valid driver's license and clean DMV record.

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.

- This requires the person to be standing on his or her feet for long periods of time.
- This person must be able to lift, carry or set down 50+ pounds.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Please email resume to: careers@terracesupply.com

About Us:

Terrace Supply is a family owned welding distributor that has been in business since 1947. We have been a Miller Electric authorized repair facility for over 35 years.