
POSITION DESCRIPTION – Fire Extinguisher Shop Technician

Company Overview

Richardson Fire Systems Inc. (RFS) is a growing fire and life safety business located in the City of Cambridge, Ontario. Our team of experienced technicians has provided fire and life safety design, installation, and service throughout Ontario for over 40 years.

Richardson Fire Systems Inc. market segments – Government- Industrial – Commercial

Job Position Description

- Provide in-house service within the Fire Extinguisher division, the core component of the RFS Fire & Life Safety business.
- Contribute to expanded capacity and market penetration, new business, product development, in-house and customer training, and profitability.
- Work as an integral member of the RFS Technician Team.
- Actively participate in making RFS a safe and welcoming workplace.
- Perform duties as an ambassador of RFS and of Fire & Life Safety.
- Responsibilities to include service production administration; scheduling review; forecasting service inventory requirements; customer needs and coverage

Shop Production (In-house):

- Intake, inspect and service Fire Extinguishers (FE) and cylinders based on daily scheduled appointments
- Enter service work, product and timesheet data into SIM daily
- Prepare serviced FE for delivery
- Prepare loaner FE inventory for Technicians as required
- Organize and implement off-site FE service
- Plan, implement and measure a Shop production plan in line with RFS sales and service targets
- Communicate and utilize Shop policies and procedures, particularly to Technicians
- Through practice and leadership, ensure RFS services are in full compliance with current Fire & Life Safety Codes and Standards
- Personal protective equipment required (steel-toed footwear, etc.)

Fire Extinguisher Field Service:

- Inspect and service FE in the field
- Deliver serviced FE to customers

Learn and operate within:

- RFS policies, procedures and service practices
- Current Fire & Life Safety Standards, Electrical Standards and applicable
- Building Codes Health & Safety Standards and policies

Shop and Facility Upkeep and Maintenance:

- Maintain Shop equipment (e.g. compressor, H-Test equipment, hoppers) per manufacturer's recommended guidelines
- Report any equipment malfunction to administration
- Organize incoming/outgoing/stored product to ensure safe and effective identification and efficient movement in and out of the Shop
- Monitor inventory levels of Shop-related product and materials and advise Inventory Coordinator to order so as to ensure uninterrupted production(e.g. powder, tags, O rings, nitrogen tanks)
- Dispose of/recycle used materials utilizing environmentally accepted waste management procedures
- Maintain a clean, tidy and safe workplace at all times
- Recommend improvements to Head Office staff

Benefits:

- Full Benefits Package
- Dental Care
- RRSP Match
- Vision Care

Qualifications:

- Mechanical Knowledge
- Experience Hand Tools
- Valid Drivers Licence
- Organizational Skill

Schedule:

- Monday to Friday
- Weekends as needed

Work Location:

- In Person