



## **Job Description**

Job Title: Production Assistant / Service Technician

Position Type: Full Time

Aquapoint is an industry leading biological wastewater treatment system designer, manufacturer, and service provider. We specialize in high performance nutrient removal and tertiary filtration of biologically treated effluent for municipal, residential, commercial, and industrial applications. Our product line incorporates fixed film attached growth processes and supplemental equipment to assemble treatment solutions that are compact, easy to operate, energy efficient and cost effective. Website: [www.aquapoint.com](http://www.aquapoint.com).

In this position with strong growth opportunities, you will split time between AquaPoint's Service and Operations departments. Approximately 10% of your time will be spent as an operator maintaining treatment systems for which AquaPoint holds service contracts. The other 90% of the time you will support the execution of new AquaPoint systems through production, shipping, installation and commissioning. Your direct reporting supervisor will be the operations manager.

### **Specific Operations Duties:**

- Shipping and receiving duties:
  - Handle incoming and outgoing packages in a warehouse.
  - Track inventory.
  - Keep accurate records.
  - Package and weigh items.
  - Print shipping labels and postage.
  - Inspect goods received for damage.
  - Assemble and prepare goods for shipment.
  - Distribute products to other departments.
- Production responsibilities:
  - Complete quality assurance testing on goods and products.
  - Maintain proper storage for material and product inventory in warehouse.
  - Utilize machinery such as forklifts to load orders.
  - Maintain the quality and upkeep of warehouse equipment including machinery.
  - Move materials or completed products and packages to established locations.
  - In-house testing and troubleshooting of control panels and other equipment.
  - Media loading in Bioclere tanks (WWTP Tanks)
  - Work with Engineering Department to execute R&D projects.

### **Specific Service Duties:**

- Respond to alarm calls.
- Execute work orders (a client requested service beyond that required by the service contract).
- Submit field reports and service logs to manager.
- Interact with clients as needed to explain services provided, system conditions, parts replaced, etc.
- Troubleshoot and diagnose system mechanical/electrical problems and corrective actions needed.
- Replace system components as needed (pumps, fans, electrical components, etc.).
- Take courses to acquire your Grade 4M Massachusetts WWTP operators License. (Hourly raise with completion of Grade 4M)

### **Job Requirements:**

- Strong organizational and time management skills.
- Excellent writing, communication, and analytical skills.
- Ability to work independently and problem solve.
- Local and countrywide travel may be required.
- Familiarity with windows operating systems (Word, Excel, Adobe, Outlook).
- Required to develop a strong understanding of AquaPoint products and processes.
- Required to develop a strong understanding of general wastewater treatment equipment and design principles.
- Required to develop a general understanding of mechanical/electrical systems and use of multi-Meter.
- Required to work with power tools.
- Preferably able to obtain Operators license (ideally grade 4).

### **Compensation:**

- Competitive Base Salary - \$47,000-\$54,000.
- Opportunity for performance-based bonus (TBD).
- Blue Cross Blue Shield Medical Coverage.
- 401K.
- Paid vacation as noted on new employee information package (4/18)
- Company laptop or tablet.