

Ocean Springs Tech, Inc.

Office: 760-329-8933 Fax: 760-329-7291

P.O. Box 817 Palm Springs, CA 92263

65-145 Two Bunch Palms Trail Desert Hot Springs, CA. 92240

Job Description

Technician/ Repairman

6 days a week

Requirements:

- Must have graduated from high school
- Must be able to understand and speak English
- Provide DMV Printout
- Must able to work 40 to 65 hrs
- 2 years minimum experience Pool Service
- Experience in General Pool Repair
- 2 years minimum experience in construction. Such as: More specific repairs of electrical and plumbing.
- Certification

Job Duties:

- Do pool repairs & maintenance as required
- Minor pool service as necessary
- Self Motivated
- Coordinate repairs-Make sure jobs are completed in a timely manner.
- Report any issues or problems with lead repairman or owner of OSTI
- Communicate with clients all safety issues and repairs.
- Troubles shoot all service repair calls and provide an estimate.
- Communicate with the office staff to do written estimates and provide them to the customer.
- Coordinate arranging schedules for repairs through the office. Be specific on what needs to be done.
- Be able to be "on call" for emergency repairs
- Communicate with vendors for parts and prices.
- Pick up parts from vendors when necessary
- Coordinate with Retail personnel for any/all supplies, equipment, materials, and tools that may be needed for the job.
- Communication with office and owner is very important!
- Job duties will also cover whatever the owner of the company deems necessary.

Starting July 5th 2009 your new salary will be \$800.00.

Employee Signature & Date