



Date  
01/26/22

Job Description and Responsibilities:  
Shop Assistant

**Job Summary:**

Comfort Control is looking for a hardworking, highly motivated and organized individual seeking an entry level opportunity in the skilled trades for the position of Shop Assistant. This position works in a complementary support role to the HVAC and Plumbing trades and over time has the potential for advancement to a number of other positions within the company.

**Job Responsibilities:**

- Shop assistant will be responsible for stocking and re-stocking inventory parts, equipment and materials.
- Shop assistant will be asked to pick-up and deliver parts, equipment and materials to/from Ashland Comfort Control warehouse and supply houses, job sites and customer homes.
- Shop assistant will be responsible for maintaining the cleanliness and order of all warehouse areas.
- Shop assistant will be responsible for leading company scrap/material recycling efforts.
- Shop assistant will be responsible for maintaining ACC building and grounds (i.e. mowing, plowing, trash disposal, light bulb replacement, etc.).
- Shop assistant may at times be asked to perform manual labor including but not limited to painting, digging, jack hammering, saw cutting, lifting, rigging, etc.
- Shop assistant may at times be asked to assist with regular vehicle, tool and equipment maintenance and upkeep.
- Shop assistant may at times be asked to assist or learn aspects of the sheet metal fabrication, HVAC and plumbing trades.
- Shop assistant must strive for and maintain a high level of safety in all that they do.
- Shop assistant must be a champion for company culture and strive for excellence in all that they do.

**Key Competencies:**

- Organization
- Ability to multi-task
- Ability to follow directions
- Discerning judgement and integrity
- Ability to lift 50 lbs unassisted
- Mechanically inclined
- Attention to detail
- Resourcefulness
- Good communication skills
- Teamwork and collaboration
- Safety conscious
- Willing to go above and beyond

**Requirements:**

- Candidate must have a high school diploma.
- Candidate must have a clean driving record and be able to pass a pre-employment drug screen and background check.
- Candidate must be capable of lifting up to 50 lbs. unassisted on a semi-regular basis.
- Candidate will at times interact with customers and therefore must maintain a clean and professional appearance at all times.
- Candidates with experience driving a forklift will be given extra consideration.
- Position is full time and will be expected to be at work Monday through Friday, 7 a.m. – 4 p.m.

**Benefits:**

- Hourly wage based on qualifications and previous work experience.
- Supplemented Health/Life/Vision Insurance, paid time off, paid holidays, retirement plan with company match, tool allowance, supplemented YMCA membership and tuition re-imburement. Additional details available upon request.
- Company Apparel
- Employee sponsored celebrations and family outings