

Employment Opportunities
RD&S, Inc.
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Refrigeration Design and Service, Inc. (RD&S) a leader in Industrial Refrigeration system design, installation and service and with headquarters in Fairless Hills, PA has a number of employment opportunities to meet our expanding operations. We currently have openings at all three of our locations Fairless Hills, PA, Moosic PA and Deatsville, AL.

Warehouse, Parts and Equipment Technician

This full-time position is based at RD&S's main office and fabrication shop facility located in Fairless Hills, PA. The position requires routine travel to our Moosic, PA shop and numerous project sites located in the surrounding areas. A listing of responsibilities is included below but the primary duties are focused on support of our construction and service efforts. The position may require weekday and weekend overtime, evening/night shift and holiday work. A valid driving license is required along with a clean driving record.

Responsibilities and Duties

1. Receive incoming packages from all vendors. Review packing list vs PO to confirm all material was received. Report any discrepancies to PO originator.
2. Ship out any required materials. Process shipping labels as required.
3. Process all RMA's for field returns. Confirm all parts go back to proper vendor in a timely manner.
4. Check in valves, equipment and other project related items for jobs. Place stickers supplied by engineering on proper items.
5. Maintain valve room stock. Process requests by construction, service or engineering for valves.
6. Maintain service parts stock. Process requests by construction, service or engineering for service parts.
7. Maintain pipe, steel and fitting inventory.
8. Maintain hardware inventory.
9. Maintain paint room inventory. Process requests by construction, service or engineering for paint.
10. Process PO requests for items and submit to proper vendor or purchasing agent.
11. Maintain shop tool inventory and assess condition. Report if repairs are needed. Handle repairs with proper vendors.
12. Maintain service and construction truck tool inventory and assess condition. Report if repairs are needed. Handle repairs with proper vendors.
13. Maintain shop and truck tool log on computer.

14. Shop/office maintenance. Trash removal from shop area and kitchen, cleaning, painting, etc.
15. Sweep shop floors twice weekly, general sweep Tuesday complete sweep Friday if shop is empty.
16. Deliver parts and equipment to field as required in van, pickup truck or stake body with trailer.
17. Work week will be M-F 8:00 am to 4:30 pm and as required at other times by the Director of Construction.
18. Basic computer skills on Microsoft office and similar software.
19. Work with shop mechanic to ensure vehicle service and equipment repair logs are maintained on the computer.
20. Able to operate fork truck and bridge crane in warehouse.
21. Reports to Director of Construction.

Refrigeration Design and Service has developed a high degree of customer loyalty due to its ability to provide comprehensive service to meet the requirements of our clients. Our goal is to exceed customer expectations with excellent customer service.

Each position offers a competitive, ability-based compensation package which includes a 401K savings plan, health insurance, vacation pay, holiday pay and the opportunity for growth within the company.