



## **PART TIME RENTAL TECHNICIAN**

### **JOB**

**DESCRIPTION:** Part Time Rental Technician

**JOB SUMMARY:** The Part Time Rental Technician (PTRT) is to perform all aspects of rental work (including Delivery, Set-up, Operation, Tear Down and Re-stock), as directed by the Division Manager or the Rental Manager in accordance with the procedures for the Rental Center.

### **JOB DUTIES:**

#### Box Rentals:

- Make a complete list of all Rental Items on each Rental Agreement.
- Verify returned Rental Items are not missing accessories (including manual, box, spare bulbs, etc.) and are in substantially the same working condition as when rented.
- Keep Rental Items clean and in good repair.
- Keep Rental Center warehouse and work area clean and orderly

#### Job Rentals:

- Produce each rental project safely, within budget, within specifications, on time and to the satisfaction of the customer.
- Run wire as directed, secure the wire to make certain no one trips or is injured; label the wire and make terminations without error.
- Arrive at the job on time.
- Perform driving and other technician functions safely. Wear ear protectors, eyewear, safety harness when required, and secure the Rental Items and tools as if they were his/her own.
- Conduct yourself professionally and take care of fellow workers, the company's tools and assets, as well as, care for the customer's property.
- Complete paperwork timely and accurately.
- Rental Item Maintenance:
  - Perform routine maintenance of Rental Items to ensure proper working order. Coordinate with the Service Center to ensure proper repair of Rental Items as needed and maintain repair log.
  - If Service Center work is required, give to the Service Center and when removing items from the Service Center, sign the Work Order to acknowledge removal of the Rental Item from Service.
  - Maintain rental vehicles.
- General:
  - Complete and submit time sheet accurately each day.
  - Requisition parts and rental expendables from the Rental Coordinator as required.

- Return customer rental files and rental literature to proper file location.
- Maintain Rental Center tools and test equipment. Report in writing damage or loss within 24 hours of the event
- Work safely. Report in writing any accident involving personal injury or property damage within 24 hours of the event
- Clean and sweep the rental area each Friday before leaving work.
- Carry pager or radio as needed.
- Notify Division Coordinator or Rental Coordinator after each rental call and/or call-in if a rental call runs over in time. Call in a minimum of 2 times per day.
- The RT shall notify the Division Coordinator or the Rental Coordinator upon leaving the building. The RT shall notify the Division Coordinator or Rental Coordinator of all rental calls or work to be performed in advance of performing the work.

#### Appearance

Rental Technician shall present a neat and professional appearance appropriate to the type of work being performed.  
Each Rental Technician shall wear an FAV uniform shirt while working.

#### **REQUIRED SKILLS:**

Prior experience in audio/video industry  
Computer experience  
Ability to handle multiple tasks  
Good Customer Service Skills  
Good Driving Record

#### **RECOMMENDED SKILLS:**

Associates degree or higher in electronics  
Ability to set priorities  
Good troubleshooting skills  
Good Component Level Repair skills

#### **REPORTS TO:**

Rental Coordinator or Division Manager, as applicable