



FIELD ENGINEER JOB DESCRIPTION

Morrow-Meadows Corporation is seeking a full time Field Engineer. The primary objective of the Field Engineer is to support the Foremen and General Foremen with administrative tasks that will allow the field supervisors the opportunity to spend more of their time in the field supporting the electricians working on their crews.

Responsibilities:

- Update and maintain as built/record drawings in our electronic document control system
- Assist Foreman/Safety Engineer with new hire paperwork, orientation and video
- Distribute all mail to the Foreman to include copying or emailing scheduled updates etc.
- Assist material handler with filing and follow-up paperwork such as backorders
- Assist QA/QC Manager with filing
- Manage California State license list for journeymen and training numbers for anyone that applies
- Assist with timekeeping duties for field employees
- Track tool orders, tool returns, damaged tools and stolen tools
- Complete daily job journals with input from Foreman
- Assist with any manual checks and termination slip(s) and send all information to payroll

Requirements:

- Excellent computer skills - proficient in Microsoft Office suite
- Strong organizational skills
- Self-starter who will offer their skills to improve the documentation processes
- A good attitude and the ability to work in a team environment
- Strong communication skills
- Dependable

Benefits:

- Competitive compensation packages
- A Company Bonus Program that pays out to eligible employees based on company profitability, performance and longevity
- Medical and Dental Benefits
- Basic Life Insurance
- Long Term Disability Insurance
- Flexible Spending Account
- Wellness Program
- 401-K Plan that matches up to \$5,000 per employee annually
- 8 paid holidays
- Your birthday as a paid holiday
- 2-4 weeks paid vacation/personal time off depending on years of employment

Office/Location:

231 Benton Court
City of Industry, CA 91789
909-589-7700

Contact information:

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