



Contractor Service & Fabrication, Inc.

Full Time Positions Available:

Instrumentation & Electrical Maintenance Technician

Automotive & Equipment Service Technician

Fire Watch

Mechanical Maintenance

Sheet Metal Mechanic

Facility Maintenance

~Please see the detailed postings below~

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Contractor Service & Fabrication, Inc.

Job Posting

Full Time Position: Instrumentation & Electrical Maintenance Technician

Job duties and responsibilities include but are not limited to:

- Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Repairing and Maintaining Mechanical Equipment — Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, or in person.
- Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

Knowledge & Technology utilized for this position

- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Electronic mail software — Microsoft Outlook
- Field view software
- Industrial control software — Digital Direct Control DDC Energy Management software
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word

Tools used in this occupation

Hart Communicators • Fluke Process Calibrators • PIC related communications • Drain or pipe cleaning equipment — Drain augers; Drain cleaning cables; Hand spinners; Power drain cleaners • Pipe or tube cutter — Pipe cutters; Power pipe cutters; Ratcheting polyvinyl chloride PVC cutters; Tubing cutters • Power drills — Cordless power drills; Direct tap machines; Hammer drills; Right-angle drills • Power saws — Circular saws; Radial arm saws; Reciprocating saws; Tile saws • Pullers — Bearing pullers; Chain pullers; Comealongs; Tub drain removers

Suggested Skills & Experience

- Excellent troubleshooting skills.
- Knowledge of industrial power equipment — transformers, motor control centers, medium voltage motor starters, switchgear — up to 13.8 KV
- Knowledge of process instrumentation (flow, level, temperature, pressure, pH) and control valves
- DC and AC drives, including variable speed AC drives
- Programmable logic controllers — Allen Bradley
- Electrical Testing/Measurement
- Manage installation of small capital improvement projects



Contractor Service & Fabrication, Inc.

Job Posting

Full-Time Position: Automotive & Equipment Service Technician

Typical Duties & Functions

Job duties and responsibilities include but are not limited to the following:

- Operate transportation equipment to demonstrate function or malfunction.
- Inspect vehicles to determine overall condition.
- Repair non-engine automotive or vehicle components.
- Replace worn, damaged, or defective mechanical parts.
- Adjust vehicle components according to specifications.
- Inspect mechanical components of vehicles to identify problems.
- Confer with users to assess problems.
- Schedule and complete regular oil changes.
- Repair worn, damaged, or defective mechanical parts.
- Adjust equipment to ensure optimal performance.
- Service heating, ventilation or air-conditioning (HVAC) systems or components.
- Service vehicles to maintain functionality.
- Test mechanical systems to ensure proper functioning.
- Confer with coworkers/ users to coordinate work activities.
- Read work orders or descriptions of problems to determine repairs or modifications needed.
- Disassemble equipment for maintenance or repair.
- Disassemble equipment to inspect for deficiencies.
- Plan work procedures.
- Reassemble equipment after repair.
- Rewire electrical or electronic systems.
- Clean work areas.
- Install audio or communications equipment.
- Install vehicle parts or accessories.
- Align equipment or machinery.

Skills Necessary:

Candidate must understand and obtain competent working knowledge of the following:

- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Repairing machines or systems using the needed tools.
- Determining causes of operating errors and deciding what to do about it.
- Determining the kind of tools and equipment needed to do a job.
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Controlling operations of equipment or systems.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Installing equipment, machines, wiring, or programs to meet specifications.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one. □ Communicating with others to convey information effectively.

Experience & Qualifications Preferred:

- Class A CDL License Preferred
- 5 years' experience in automotive & equipment maintenance □ Certificates from an accredited automobile technician program.
- Master Automobile/Light Truck Technician from National Institute for Automotive Service Excellence



Job Posting

Full Time Position: Fire Watch

Job duties and responsibilities include but are not limited to:

Ability to fire watch with the following working conditions:

- Temperatures may exceed the upper 90's to > 100 degrees F and potential for humid conditions.
- Facilities may be constructed of mainly concrete, pavement, steel & metal and can elevate temperatures at an industrial plant facility to reach above forecasted temperature.
- Potential humidity combined with heat.
- May be required to wear common protective or safety equipment such as safety steel toe shoes, glasses, face shield, respirator, dust mask, welding hood, burning glasses, (leather welding coat), gloves, long sleeve coveralls, fire resistant material, hearing protection, hard hats, safety harness, high Visibility Vest or life jacket.
- Consistent walking around for the entirety of a shift.
- Shifts may vary from 8 -12 hour shifts, potentially 6-7 days a week including (2) two 15 minute breaks and a 30 thirty minute break for lunch.
- Potential to be exposed to outdoors, Exposed to Weather -
- Potential time spent using hands to handle, control, or feel objects, tools or controls.
- Face-to-face discussions
- Work with work group or team
- Potential exposure to heights
- Sounds, noise levels are distracting or uncomfortable
- Very hot or cold temperatures
- Exposed to hazardous equipment
- Importance of being exact or accurate
- In an open vehicle or equipment
- Contact with others

Knowledge and Requirements:

- Education and Training — Knowledge of principles and methods for basic work function.



Contractor Service & Fabrication, Inc.

Job Posting

Full-Time Position: Mechanical Maintenance

Typical Duties & Functions

Job duties and responsibilities include but are not limited to the following:

- Read specifications, such as blueprints, to determine construction requirements or to plan procedures.
- Inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met.
- Estimate material or worker requirements to complete jobs.
- Confer with managerial or technical personnel, other departments, or contractors to resolve problems or to coordinate activities.
- Order or requisition materials or supplies.
- Analyze production problems and recommend solutions, such as improving production methods or implementing motivational plans.

Experience Necessary:

Candidate must understand and obtain competent working knowledge of the following:

- Construction related mathematic skills and the ability to utilize mathematic equations and formulas to solve layout and placement task.
- Knowledge and understanding of mechanical drawings, process/piping, instrumentation flow diagrams, isometric and orthographic drawings and the ability to thoroughly interpret and convey all information contained within drawings. Ability to do take-offs and piping equipment sketches.
- Detailed understanding of pumps and drive systems alignment and has advance skills in troubleshooting, diagnosing, and repairing malfunctions of all components. Has ability to properly align pumps and rotating equipment.
- Knowledge of ferrous and non-ferrous piping systems and the ability to remove, repair, and install all components within the systems.
- Knowledge and understanding of welding processes and has skills to perform welding task using SMAW, GMAW, and FCAW processes.
- Has advanced knowledge and understanding of valves and the ability to troubleshoot and identify malfunctioning components as well as the ability remove, repair and re-install all types of valves available.
- Knowledge and Understanding the purpose of bearings and understands the physical properties of bearing and how to minimize affects which contribute to failure. Also, ability to monitor and predict failure.
- Knowledge and understanding of hydraulic systems and associated components.
- Knowledge and experience utilizing test instruments for maintaining equipment within an industrial facility.
- Knowledge and understanding of material handling equipment utilized within an industrial facility.
- Knowledge and understanding of rigging equipment and proper usage methods utilized within an industrial facility. Ability to calculate loads to determine proper lifting methods and equipment.
- Understands theoretical concept of lubrication and has detailed knowledge and understanding of proper lubrication methods utilized within an industrial facility.
- Understanding of material control methods and ability to adhere to procedures.
- Knowledge of mechanical seals and ability to install, monitor and repair the same.
- Knowledge of metal lathes, drill presses, boring equipment.
- Understands the operation and maintenance of compressors.

Skills/Qualifications Preferred:

Interpersonal & Organizational Skills

Customer & Vendor Relationship Communication Skills

Teamwork Oriented

Analyzing Information

Reporting Skills

Documentation Skills

Developing Budgets

Decision Making

Safety & Quality Focus



Job Posting

Full Time Position: Sheet Metal Mechanic

Job duties and responsibilities include but are not limited to:

- Convert blueprints into shop drawings to be followed in the construction or assembly of sheet metal products.
- Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings.
- Setting up and operating fabricating machines to cut, bend, and straighten sheet metal.
- Shaping metal over anvils, blocks, or forms using hammer
- Operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling and smoothing seams and joints of burred surfaces.
- Includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes.
- Determine project requirements, such as scope, assembly sequences, or required methods or materials, using blueprints, drawings, or written or verbal instructions.
 - Lay out, measure, and mark dimensions and reference lines on material such as roofing panels, using calculators, scribes, dividers, squares, or rulers.
- Fasten seams or joints together with welds, bolts, cement, rivets, solder, caulks, metal drive clips, or bonds to assemble components into products or to repair sheet metal items.
- Trim, file, grind, deburr, buff, or smooth surfaces, seams, or joints of assembled parts, using hand tools or portable power tools.

Knowledge & Technology utilized for this position:

- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or others structures such as highways and roads.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computer aided design CAD software — Autodesk AutoCAD; Creo Parametric Pro/ENGINEER; UGS NX; XY Soft Sheet Cutting Suite.
- Computer aided manufacturing CAM software — Applied Production ProFab; JETCAM Expert; Striker Systems SS-Profile; WiCAM PN4000. □ Office suite software — Microsoft Office.
- Operating system software — Microsoft Windows.
- Spreadsheet software — Microsoft Excel.

Suggested Skills & Experience:

- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Coordination — Adjusting actions in relation to others' actions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematics — Using mathematics to solve problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or

Abilities:

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- Near Vision — The ability to see details at close range (within a few feet of the observer).
 - Multilimb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
 - Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
 - Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
 - Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.



Contractor Service & Fabrication, Inc.

Job Posting

Full Time Position: Facility Maintenance

Job duties and responsibilities include but are not limited to:

- Make minor electrical repairs (i.e. receptacles, lighting, and switches).
- Repair or replace light fixtures where needed.
- Splice wires with knives or cutting pliers, and solder connections to fixtures, outlets, and equipment.
- Install new fuses, electrical cables, or power sources as required.
- Locate and remove or repair circuit defects such as blown fuses or malfunctioning transistors.
- Assemble pipe sections, tubing, or fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing, or welding equipment.
- Install pipe assemblies, fittings, valves, appliances such as dishwashers or water heaters, or fixtures such as sinks or toilets, using hand or power tools.
- Keep records of work assignments.
- Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks
- Direct helpers engaged in pipe cutting, preassembly, or installation of plumbing systems or components.

Knowledge & Technology utilized for this position

- **Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Building and Construction** — Knowledge of materials, methods, and the tools involved in construction or repair
- **Mathematics Skills**— Knowledge of basic mathematics and their applications
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Electrical** – How to use a multimeter to perform minor electrical repairs and troubleshooting
- **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Repairing** — Repairing sheet rock, door hinges, door closures, and office furniture.
- **Plumbing** – Basic plumbing skills. Knowledge and understanding of plumbing, drains, piping, faucets, toilets, urinals, and hot water heaters and how to perform simple repairs or installs.
- **Painting** – Be able to perform painting walls, doors, and pipes when required.

Tools used in this occupation

Pipe cutters; Power pipe cutters; Ratcheting polyvinyl chloride PVC cutters; Tubing cutters; Air pressure gauges; Heavy duty water pressure gauges; Maximum reading water pressure gauges; Water pressure gauges; Chain wrenches; Spud wrenches; Strainer wrenches; Water heater element removal wrenches; Bench voltmeters; Clamp voltmeters; Light emitting diode LED voltage tester; Neon voltage testers Bench ammeters; Clamp ammeters; Volt-ammeters; Ball end hex key sets

Suggested Skills & Experience

- Excellent troubleshooting skills.
- Knowledge of industrial power equipment
- Electrical Testing/Measurement
- Manage installation of small capital improvement projects