



HURON SCUBA, SNORKEL & ADVENTURE TRAVEL INC.

Job Title:	Service Technician	Job Category:	Service / Retail
Department/Group:	Service / Retail	Job Code:	STJ2014
Location:	Huron Scuba, 4816 Jackson Road, Suite D, Ann Arbor MI 48103	Travel Required:	Travel for this position is normally NOT required.
Compensation Type / Level:	Hourly. Rate is dependent upon experience.	Position Type / Schedule:	Full Time, Including some Saturdays. No Sundays.
Contact:	Brian Bondy	Date posted:	February 18, 2014
Will Train Applicant(s):	Product knowledge and business specific procedural training.	Posting Expires:	Once correct applicant has been located.

Applications Accepted By:	
E-MAIL (PREFERRED): brian@huronscuba.com Subject Line: Job Application STJ2014 Acceptable file formats .PDF or .DOC(X)	POSTAL ADDRESS: Attention : Brian c/o STJ2014 Position Huron Scuba, 4816 Jackson Road, Suite D Ann Arbor, MI 48103

Job Description

ROLE

The successful applicant will be highly organized, motivated and capable of multi-tasking in an ever-changing environment. Strong communication skills will need to be used while working in person and on the telephone with customers, vendors and other staff. Reporting to the Service Manager, this position has the potential for future career development. A punctual, responsible, self-starter will be best suited for this position.

RESPONSIBILITIES

- Complete incoming inspections, checks and documenting results for all equipment to be serviced.
- Complete incoming inspection, checks, completing required adjustments and documenting results for rental fleet.
- After appropriate training, complete equipment service per manufacturer and Huron Scuba specifications.
- Complete associated warranty and service related paperwork and administrative documentation.
- Monitor and maintain correct stock levels of service parts / supplies.
- Daily or as required, monitor and modify service schedule based on “need-by” dates of customers to ensure all gear is serviced in a timely manner while meeting target completion dates for all customers.
- Daily or as required, meet with Service Manager to discuss short term goal and special projects.
- Weekly, meet with owner to discuss medium and long term goals and special projects.

QUALIFICATIONS AND EDUCATIONAL BACKGROUND

The correct applicant will have the education and skills necessary to complete the items listed above. Secondary school diploma is a must, post-secondary degree is a plus, but not a requirement. Any scuba industry / manufacturer specific (service or gear related) training is a plus. Any use of tools / mechanical expertise is a plus. Any professional-level scuba certifications are a plus (Divemaster or above) but not required.

Additional work as a dive professional is available as well if qualified.

Application for Employment



4816 Jackson Road, Suite D

Ann Arbor, MI 48103

Phone: 734-994-3483

Email: brian@huronscuba.com

<http://www.huronscuba.com>

*Written statement also required as described at the end of this application form on page two.

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Hourly Wage: _____

Position Applied for: _____ Select one: Full Time Part Time
Schedule availability (days & times): _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for this company? YES NO If yes, when? _____
Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

High School: _____ Location: _____

Did you graduate? YES NO Degree: _____

College: _____ Location: _____

Did you graduate? YES NO Degree: _____

Other: _____ Location: _____

Did you graduate? YES NO Degree: _____

References *Please list three professional references.*

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Dive Related and/or Retail Experience

Certifications held: _____ Approx. # of dives: _____

Areas you have dived: _____ Original certification date (month/year): _____

Any equipment service experience? _____

Any retail sales experience? _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Wage: _____ Ending Wage: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Wage: _____ Ending Wage: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Wage: _____ Ending Wage: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate release.

Signature: _____ Date: _____

By submitting this application, I hereby release all persons or entities listed on this application from all liability for damages for giving any background information to Huron Scuba. This release also extends to persons or entities having information about me that is relevant to any position for which I am considered. I authorize Huron Scuba to ask the persons or companies listed as references on my application any questions concerning my work habits, skills or my conduct on the job unless I have indicated on my application that I do not want the reference to be contacted.

To be considered for an interview, please write a one-page statement on the topic: ***“Why I would be a good addition to the Huron Scuba Dive Team.”*** Tell us why we should hire you and add you to our hard-working team! Bring the application & statement in to the shop or email them to us at the address on the first page of the application.