



ENERGY & TECHNOLOGY CORP./
TECHNICAL INDUSTRIES, INC.
15438A Miller Road No. 1 Houston, TX 77049
Ph 281 862 2800 Fax 281 862 2828

IN GOD WE TRUST

www.technicalindustries.com

ESTABLISHED SINCE 1971

Technical Industries Job Description

Office Clerk

- To watch over and keep Technical Industries, Inc. property and equipment secure at both Miller Road yard and Miller Road house.
- To make sure all gates are kept locked.
- To make sure to turn on one row of lights under the inspection shed at dark and turn them off at sun rise. **No equipment parts may be taken out without being immediately replaced. Make sure employee names are written on the hard hats, gloves and safety glasses.**

To make sure workers use the front parking lot at all times, NO PARKING AROUND THE INSPECTION SHED.

- To make sure no one takes truck, trailer, tools, or any equipment out of the yard at any time.

Report anyone that is one the yard after working hours.

- Drive around the yard after dark. Check under the inspection shed and around the tool area and fuel tank, check the Miller Road house, shine your lights on the yard and on the house at all time.
- Clean the office as instructed by your supervisor.
- To check for safety hazards daily and report any hazards found to the safety officer and to the supervisor.
- To perform all jobs given to him by his supervisor safely.

Qualifications:

- High School Diploma or GED or higher education.
- Must read and write English.
- Must have a minimum of 1 years experience technical and safety operation.
- Should learn ASNT certification minimum level 1 in UT, MT, Dye Penetrant, MPI & EMI.
- Must have supervision experience and familiar with Safety, Technical and ISO procedures.

OILFIELD TUBULAR & EQUIPMENT, NDT, UT, EMI TESTING, STORAGE, MAINTENANCE, COATING, THREADING, MILL SERVICES & CONSULTING.
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