|  |  |  |
| --- | --- | --- |
| Position Title | Department | Reports to |
|  | Office | [Direct Supervisor] |
| Employment Status | FLSA Status | Effective Date |
| ☐ Temporary ☐ Full-Time ☐ Part-Time | ☐ Non-Exempt ☐ Exempt | [Effective Date] |

About Our Company

[Describe your company. Be sure to include mission and core values.]

Job Summary

The installation technician ensures proper and safe installation of all equipment.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

* Serving the company’s clients through expert installation of replacement systems. Replacements represent \_\_\_\_% of the company’s total business and therefore it is imperative that the company has an excellent reputation for quality installations. Take pride in every installation that you do. Let the client know what you did for them that other companies don’t usually do. Show the client through the quality of your work that your company offers superior service and quality.
* Wear floor savers while in the client’s home. Use drop cloths to protect the client’s floors while performing an installation. Always maintain a neat work area where you are working.
* Re-check each aspect of an installation before leaving the job to prevent unnecessary callbacks after the job is finished. Use the *Installation Excellence Form* for re-checking.
* Always explain the system to the client when finished with an installation and make sure that they are 100% satisfied with the work.
* Always be safety conscious both on the job and while driving, and make sure that the assistant installer is also working safely and neatly.
* Maintain a production level minimum as determined by management and the annual plan.
* Perform full system change-outs in an average of one day or less.
* Trucks must be neat and clean on the inside and outside at all times. The truck is one of the best billboards that the company has. Park the truck for the maximum impact of the “billboard” when possible.
* Train installation assistants, teaching them to work independently for maximum installation efficiency.
* Fill out installation paperwork in a timely and accurate manner.
* Obey company Code of Ethics and the Team Rules

Minimum Qualifications

* High School Diploma
* Valid Driver’s License
* Clean background check
* Drug-Free

Physical Demands and Work Environment

**Physical Demands:**

* Climbing up and down on ladders and equipment
* Heavy lifting required (50-75) pounds, ladder work and tight space work required from time to time
* Ability to pick-up a minimum of 25 pounds consistently and carry up to 250 feet unassisted
* Operate handheld power tools
* Wear personal protective equipment
* Ability to work more than 40 hours per work week and up to 12 hours per day

**Working Environment:**

* Work both indoors and outdoors
* Would be exposed to very hot or very cold temperatures
* Will be in proximity to hazardous conditions, equipment, and situations
* Must be able to work with sharp tools and electricity that could potentially produce cuts or burns
* Wear safety attire often, such as goggles or other protective clothing
* Could be exposed to sounds and noise levels that are uncomfortable and distracting
* Will be exposed to very bright or inadequate lighting conditions
* Ability to climb ladders and work from roofs and scaffolding
* Will work around exposed contaminants
* Must be able to work in cramped work places, such as crawl spaces under floors.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

|  |  |
| --- | --- |
| Reviewed with employee by: | |
| Name (Print): | Signature: |
| Title: | Date: |
| Received and accepted by: | |
| Name (Print): | Signature: |
| Title: | Date: |

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

-INTERNAL USE ONLY-

Potential Total Compensation Range: $70K-$110K annually; should be no more than 22% of Total Sales