

JOB DESCRIPTION

Job Title: Installer
Department: Sales
Reports To: Door & Window Installer
Employment Status: Full Time, Non-Exempt
Grade Level:

Job Summary

This position is responsible for professionally installing doors and windows in residential homes and in some cases new construction building sites. Responsibilities also include removing old windows, using power tools, taking measurements, fixing units, sealing fittings and cleaning up the job site.

Essential Job Duties / Responsibilities

- Concentrate efforts daily to support Northville Lumber's mission to **PLEASE. Provide a Legendary Experience Always Surpassing Expectations**
- Install product and companion products in specified relationship to each other
- Complete required documentation
- Maintain safe working environment adhering to all safety rules
- Analyze, troubleshoot and resolve complex installation issues
- Load and unload materials from truck to work site
- Complete window / door removals and installations in a timely manner
- Effectively work with team to achieve desired results and perform duties safely
- Provide exceptional customer service by answering questions and addressing concerns, applying the company goal concept: PLEASE
- Effective and safe use of hand tools and portable power tools
- Maintain trailer tools and supplies in an orderly and clean environment
- Maintain worksite in a clean and orderly environment
- Comply with operational safety and security policies and procedures
- Attends and participates in all company-sponsored training programs as required

SKILLS, KNOWLEDGE & ABILITIES

- Must have a minimum of 5 years of related experience, trim carpentry
- Must have ability to read and write
- Must have ability to effectively communicate in one-on-one situations
- Must have ability to add, subtract, multiply, and divide in all common units of measure
- Must have ability to carry out instructions furnished in written, verbal, or diagram form
- Must have ability to deal with problems involving concrete variables in standardized situations
- Must possess good interpersonal, written and verbal communication skills
- Must possess strong Customer Service skills
- Must possess solid knowledge of building materials products, doors and windows in particular
- Must project a professional demeanor and appearance
- Must demonstrate strong work ethic and dependability daily

PHYSICAL DEMANDS

- Ability to stand and walk
- Manual dexterity
- Ability to climb or balance and stoop, kneel, crouch, or crawl
- Strength: lift and/or move up to 100 pounds
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus

ENVIRONMENT AND PHYSICAL WORKING CONDITIONS

- Work near moving mechanical parts and in outside weather conditions
- Work in elevated areas
- The noise level in the work environment is moderate at times.

EDUCATION

- High school enrollment, diploma or general education degree (GED).

LICENSE OR CERTIFICATION

- Valid driver's license of the appropriate type and class
- Insurability for driving

Job descriptions are only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of the job holder might differ from those outlined in the job description and other duties, as assigned by management, might be part of the job.

Job descriptions are not intended as and do not create employment contracts.