



## Job Description

<b>Job Title:</b> Installer/Builder	<b>Position Classification:</b> Non-Exempt
<b>Reports to:</b> Director of Construction/Design	<b>Workweek hours:</b> 40
<b>Department:</b> Operations	<b>Prepared by:</b> Rhonda Galloway
<b>Date:</b> January 28, 2021	<b>Percent of Time Traveling:</b> 50% – 75%

**Position Overview:** Responsible for doing manual work requiring high physical fitness and strength to repair and build structures. Perform physical and manual work as directed by the Installation Manager.

### **Principal Duties and Responsibilities (Essential Functions):**

- Perform any range of common construction and carpentry tasks onsite.
- Read and understand basic drawings, instructions, details and specifications.
- Match, audit and organize receipts to complete weekly expense reports.
- Manage timesheet and entries.
- Download documents to SharePoint.
- Any other duties as assigned.

### **Supervision Received:**

- Director of Construction/Design
- Installation Manager

### **Minimum Required Education and Experience:**

- High School Diploma
- Clean driving record to allow for operation of company vehicles and leased equipment
- Knowledge of MS Office Suite
- Knowledge in construction and carpentry
- Knowledge of safe work practices including the use of hand tools

### **Preferred Education and Experience:**

- Knowledge of Apple Operating Systems
- Familiar with ACCT, ASTM, and other relevant standards (Certifications are a plus!)
- Knowledge of basic ascension and rigging principles
- Knowledge of safe work practices including heavy machinery
- Familiar with basic tree work including climbing, brushing & pruning

### **Skills & Abilities:**

- Ability to lift at a minimum of 50 pounds
- Ability to stand for long periods of time
- Ability to work efficiently with a focus on quality
- Ability to traverse rough terrain
- Physically and mentally fit to work at heights