



Job Description

Job Title: Inspector/Installer	Position Classification: Non-Exempt
Reports to: Director of Inspections & Maintenance	% Effort or Weekly Hours: 40-60
Department: Inspections & Maintenance	Prepared by: Rhonda Galloway
Date: January 28, 2021	Percent of Time Traveling: 75%-90%

Position Overview: Responsible for doing manual work requiring high physical fitness and strength to repair, build and inspect structures. Perform physical and manual work as directed.

Principal Duties and Responsibilities (Essential Functions**):

- Conduct inspections according to current ACCT Standards and Signature Research’s policies.
- Complete inspection reports in a timely manner.
- Perform any range of common construction and carpentry tasks onsite.
- Read and understand basic drawings, instructions, detail and specifications.
- Match, audit and organize receipts to complete weekly expense reports.
- Communicate with Administrative Assistant regarding schedule, client communications and reports.
- Upload documents to SharePoint when applicable.
- Utilize safe work practices and follow safety manual policies and procedures.
- Any other duties as assigned.

Minimum Required Education, Experience and Abilities:

- High School Diploma or equivalent
- Knowledge in construction and carpentry
- Knowledge of safe work practices including use of hand tools and equipment
- Clean driving record to allow for operation of company vehicles and leased equipment
- Ability to work at height
- Ability to lift 50 pounds
- Ability to work in challenging environmental conditions

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