

# Job Description



Job Title: Glass and Screen Installer

Reports To: Primary: Front Office Manager Secondary: Owners of Discount Glass and Screen

*This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

## **SUMMARY**

Glass and Screen Installer will be responsible primarily for installing glass and screens on the road which will involve visiting customer homes, commercial properties, multi-unit properties. Secondary duties will involve completing customer work in-house which is replacing glass and screens as projects come in.

## **JOB DUTIES**

- Will be using company vehicle to visit sites to complete work projects (projects include installing glass onsite, replacing or repairing screens, installations etc)
- Handles glass, screen and mirror cutting in-house and onsite
- Keeping track of all service orders and maintaining communications with customers.
- Follow established company guidelines and procedures regarding work completed.
- Follow standard operating procedures including obeying all traffic laws while completing work on company time
- General cleaning of the shop, vacuuming and sweeping

**Additional duties may be added at any time at the discretion of the owners**

## **SKILLS/QUALIFICATIONS**

### **Required Skills:**

- Must be proficient in basic math and proper measuring using the tools provided. Measuring sometimes requires down to the 16<sup>th</sup> line
- Excellent customer service skills and multitasking
- Being able to communicate with customers over phone and in-person

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- Solid interpersonal and communication skills

## **Education:**

- High school diploma or equivalent

## **Additional Skills:**

- Communicating effectively, both written and oral
- Work shifts required for the position
- Operating office equipment and business software

## **Physical Demands:**

- Walking and Standing: 100%
- Sitting: Up to 5%
- Bending, Stooping, Reaching: Regular
- Lifting, Push/Pull: up to 100 lbs. infrequently
- Driving: 50%
- Traveling: 0%

## **Environmental Conditions:**

- *Inside: Protection from weather conditions, but not necessarily from temperature changes.*
- *Outside: Transitioning from inside to outside of building and vehicle, assisting customers in varying weather conditions.*

## **Required Conditions of Employment:**

*Must have valid drivers license and a clean driving record*

*Pass a criminal background check*