

## Installer

### **POSITION SUMMARY/OBJECTIVE:**

Responsible for carrying out furniture delivery, assembly, layout, reconfiguration, installation tasks and functions related to furniture systems while maintaining high standard of quality and outstanding customer satisfaction. Experienced persons may assist in training and provide work direction to junior furniture installers and assemblers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Analyzes installation requirements on the job.
- Read work orders or other instructions to determine product specifications or materials requirements.
- Plans and prepares for installation jobs.
- Assembles, fabricates, and installs components.
- Disassembles and removes/disposes of components.
- Unloads and removes packaging of delivered components.
- Documents activities and time completing standard forms and records pertaining to job activities and time spent on job tasks.
- Maintains work areas and equipment in a clean and orderly condition and follows prescribed safety regulations and standards.
- Cleans up job site.
- Brings all required tools to job site/s each day.
- Other duties as assigned.

### **Skills:**

- **Speaking**—Talking to others to convey information effectively.
- **Active Listening**—Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension**—Understanding written sentences and paragraphs in work-related documents.
- **Service Orientation**—Actively looking for ways to help people.
- **Active Learning**—Understanding the implications of new information for both current and future problem solving and decision making.

### **Knowledge:**

- **English Language**—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### **Attributes:**

- **Speech Clarity**—The ability to speak clearly so others can understand you.
- **Speech Recognition**—The ability to identify and understand the speech of another person.
- **Written Comprehension**—The ability to read and understand information and ideas presented in writing.

- **Written Expression**—The ability to communicate information and ideas in writing so others will understand.
- **Deductive Reasoning**—The ability to apply general rules to specific problems to produce answers that make sense.
- **Near Vision**—The ability to see details at close range (within a few feet of the observer).
- **Problem Sensitivity**—The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Inductive Reasoning**—The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**Supervisory Responsibility:**

- This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the department.

**Work Environment:**

- This job operates in outside conditions when loading trucks and indoor when assembling.

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move 100-150 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Travel:**

- Travel is primarily local during the business day, although some projects may require more out-of-the- area and overnight travel.

**Position Type/Expected Hours of Work:**

- Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 08:00 a.m. to 5:00 p.m. and must work 40 hours each week to maintain full-time status.
- Frequent evening and weekend work may be required as job duties demand.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Education and Experience:**

- Minimum high school graduate or its equivalent.

**Preferred Education and Experience**

- Previous installation experience preferred.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES:**

This job description has been approved by all levels of management:

Executive Manager: \_\_\_\_\_

Direct Manager: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_