



Position Description

Installer

Department: Operations

Reports to: Field Coordinator on Site

Position Summary

Under supervision, receives, installs, and/or reconfigures office furniture at customers site according to customer and company specifications.

This job description illustrates the essential duties of this position. It does not prescribe or restrict the tasks that may be assigned.

Expectation of Employee

- Adheres to Capital Office Systems' policy, procedures and practices either written or implied.
- Provides timely, professional and quality customer service to both internal and external customers.
- Contributes to the overall team effort by supporting other work areas as workload permits.
- Maintains a positive and respectful attitude at all times.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time prepared to perform duties of position.

Essential Duties & Responsibilities

- Reads Delivery Tickets and Service Orders, to assure that when loading and installing furniture and parts, they are correct and to the customer's satisfaction.
- Completes Service Orders and Deliveries.
- Responsible for maintaining own tools to perform installations.
- Loads and unloads furniture, parts and materials at specified destination ensuring materials are not damaged and moved in accordance with safety regulations and the receiving protocol as established by the company.
- Reads and interprets drawings to determine parts required, sequence of installation, and tools needed to ensure customer specifications are met.
- Attaches and fastens hardware components on parts and materials using a variety of hand tools and power tools.
- Disassembles and reworks units as needed.
- Ensures cleanliness of parts and materials in warehouse and on job site. Ensures work site is clean and orderly at completion of installation.
- Contributes to a team effort by accomplishing results as required in a safe manner.
- Works on special projects as needed.
- Upholds and helps advance the standards of dress and conduct as set by the company.
- Will be required to travel

Knowledge, Skills and Abilities

- Knowledge of measurements and measuring devices
- Proficiency using a variety of a hand and electrical tools
- Ability to understand verbal and or written instructions
- Ability to use proper techniques in lifting and carrying furniture.
- Ability to operate company vehicles in a safe manner
- Ability to install product according to product specifications.

Minimum Qualifications

- 6 months progressively responsible experience installing and working with office systems furniture
- Current and valid Alaska Drivers License with a clean driving record
- High School Diploma or GED
- Must be available for varying shifts and occasional trips out of town.
- Must have reliable transportation.
- Must be capable of lifting 75 pounds on a frequent basis.
- Must have complete set of own tools within 1 month from hiring.

Preferred Qualifications



- High School diploma preferred.

Physical and Environmental Requirements

- Primarily customer sites and company warehouse. Occasional exposure to construction areas. While performing the duties of this job, the employee will frequently be exposed to moving mechanical parts and cold air. The noise level in the work environment is usually moderate. The employee may be required work beyond the standard 8-hour day and occasional weekends.
- The employee will be required to use hands to finger, handle or feel; reach with hands and arms; talking and hearing are required for the position. The employee is required to walk, bend, lift, crouch, crawl, climb stairs and will frequently be required to lift and/or move items weighing up to 60 lbs. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.