

POSITION DESCRIPTION

TITLE: Lead Installer

EFFECTIVE DATE: 02/07/2022

FLSA STATUS: Non-exempt/hourly

WAGE: \$25-\$30/hr dependent upon experience and abilities

BASIC FUNCTION:

Responsible for various aspects of installation of home building materials such as LVT, prefinished wood floors, ceramic, glass, porcelain tiles, shower pans and waterproofing systems as well as subfloor preparation and the repair of existing flooring materials. Must be able to understand and lay out complex designs including herringbone, subway and custom tile patterns. Understands technical and custom setup details such as wrapped steps, insets and diagonal flooring layouts. May require setting up areas for installation, demolition, placing reinforcement, backing and other preparation to allow for a finished home. Responsible for learning the basic functions of individual job according to company policies, standards and procedures.

QUALIFICATIONS:

- 2 or more years of experience as a tile and/or flooring installer
- Must be able to read, write and speak English
- Must have a valid driver's license
- Must be able to operate all of the equipment associated with the job.
- Requires ability to set up jobsite without supervision
- Must know basic arithmetic and geometry and understand linear and cubic measurements.
- Must be able to read blueprints effectively.
- Must know basic calculating formulas.
- Requires knowledge of a specific job.
- Must be able to use a level in all aspects of any job.
- Must have the ability to teach and train new employees.
- Requires knowledge of construction material, strengths, and reinforcements.
- Requires ability to communicate effectively to all employees, supervisors, managers, builders and other contractors.
- Must show self-direction, motivation and be a team player.
- Must be able to handle adverse weather conditions.
- Continually stand or sit for prolonged periods of time.
- Periodically lift and move up to 100lbs utilizing safe and proper lifting techniques and equipment
- Regularly deals with aggressive timelines and personalities in a highly competitive industry.
- Continually exposed to workplace chemicals
- Regularly work well under pressure meeting schedules and budget guidelines
- Occasionally climb up/down steps to or from machinery
- Continually travel to job site

- Continually works in relatively high noise levels.

Note: Condition of Employment is determined on employee qualifications, and approval of (post offer) pre-employment physical, drug testing, skill assessment testing, required licensing/certification to perform the essential functions of the job, MVR (motor vehicle report) and certificate of insurance.

RESPONSIBILITIES

- Utilize proper clock in and clock out procedures
- Properly completes and submits all necessary and required paperwork once job is completed
- Maintain daily contact with appropriate supervisor informing of job status, delays, etc.
- Keep work area and jobsite clean and safe.
- Perform all assignments / jobs according to company procedure.
- Use time management and leadership skills to improve performance and labor figures.
- Detects when job is not ready for required task and informs management and corrects the situation as needed.
- Place company equipment and tools in proper place when finished
- Aware of material costs and works to minimize waste
- Operate equipment per operation guidelines and safety procedures
- Attend all company sponsored training events targeted for continuing personal growth and development
- Reports to appropriate management team members any deviation from safety, budgeting, or scheduling guidelines that may become potential liabilities or client complaints
- Perform other duties as outlined by management
- **Will report circumstances, allegations, complaints, or actions that suggest impropriety or a violation of any federal, state, or city law/ordinance including issues of discrimination, harassment, or violent behavior to the President**