



Position Description			
Job Title:	Installer	Date:	June 2022
Reports to:	Installation Supervisor	Department:	Operations
Location:	Greenville, SC	FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

Position Summary
This is an entry level position responsible for safely and efficiently delivering products to customers.

Position Responsibilities- Essential
<p>This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.</p> <ul style="list-style-type: none"> Respond to direction of Installation Supervisor. Inspect all products for defects prior to placing on the delivery trucks. Load merchandise safely onto the truck by always following all safety policies and practices. Load trucks according to pre-determined delivery route to ensure the most efficient unloading process. Ensure a quality experience at each delivery with damage free delivery of products. Greet clients pleasantly, respectfully, and politely. Maintain a positive customer service experience with all customers (both internal and external) Complete all end of day duties related to caring for the delivery trucks themselves including checking fluids, performing daily maintenance checks, and cleaning out the vehicle. Stock the truck daily with proper equipment including cleaning supplies, touch up supplies, and other items related to a positive delivery experience. Complete all paperwork daily including delivery tickets, punch lists, and time cards. Stock truck daily with all required documentation including delivery tickets, service orders, accident reports etc. Drive in a safe and courteous manner.

Position Responsibilities- Non-Essential/Other
<ul style="list-style-type: none"> Performs other related duties as assigned

Essential Skills and Experience
<ul style="list-style-type: none"> High School diploma or equivalent. License to Drive with fewer than 15 points in the past 3 years Verbal and written communication skills and strong customer service orientation

Beneficial Skills and Experience
<ul style="list-style-type: none"> Previous experience in moving or furniture delivery Proven track record of excellent customer service skills Successful completion of a defensive driving course

Performance Success Factors
<ul style="list-style-type: none"> Positive ratings on any and all formal and informal customer surveys Accuracy and professionalism of materials, reports and written communication

Reporting & Management Responsibilities
<ul style="list-style-type: none"> This position has no direct reports.



Physical and Sensory Demands			
Physical Demands			
Sit	Constantly	Reach Above Shoulder	Constantly
Walk	Constantly	Climb	Occasionally
Stand	Constantly	Crawl	Occasionally
Handling	Constantly	Squat or Kneel	Constantly
Reach Outward	Constantly	Bend	Constantly
Lifting Requirements			
10 pounds or less	Frequently	51 - 100 Pounds	Frequently
11 - 20 pounds	Frequently	> 100 Pounds	Occasionally
21 - 50 pounds	Frequently		
Pushing and Pulling Requirements			
12 Pounds or Less	Frequently	41 – 100 Pounds	Frequently
13 - 25 Pounds	Frequently	> 100 Pounds	Frequently
26 - 40 Pounds	Frequently		

Definitions:

- Not Applicable - Activity is not applicable to this occupation.
- Occasionally - Occupation requires this activity up to 33% of the time (0 - 2.5+ hours/day).
- Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hours/day).
- Constantly - Occupation requires this activity more than 66% of the time (5.5+ hours/day).

Environmental Hazards:

The job risks exposure to no known environmental hazards.

Sensory Requirements:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

- Additionally, employees are expected to abide by all internal control & compliance practices to:***
- Safeguard assets from theft and misuse.***
 - Ensure segregation of duties to minimize fraud.***
 - Comply with business ethics, applicable laws, and regulations.***
 - Maintain confidentiality of proprietary information.***
 - Periodically reconcile physical assets to accounting records.***
 - Safely perform all job duties.***

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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