



Job Description: Gate Installer

Purpose: Responsible for installation, service, and repair of automatic gate operators and entry control devices.

Work Schedule: Start time is 7:30am (time may vary)

Essential Skills: (may include but are not limited to the ability to)

- Ability to multi-task
- Self-motivated, able to take initiative and use sound judgment in day-to-day decision-making
- Punctual and reliable in work and attendance

Primary Duties and Responsibilities:

- Log all jobs daily, including the date, job name, job card number, job location, a complete description of the work performed, all materials used, and the amount of time spent on the job.
- Check in to the Gate Assistant Manager after you have completed each job. You will be notified of any other jobs that need your attention.
- When arriving at a job, let the customer know you have arrived. Before you leave, let the customer know what you have done and if you will be back or not. Have the customer sign the job card.
- New residential customers are required to pay a service call fee of \$98.50 at the time services are rendered. The customer would be made aware of this fee for the service work so be sure to collect from the customer when you are done.
- When materials need to be ordered for a job let the Gate Assistant Manager know. Do not order any supplies or material yourself. If you are in the field and need a part, call the Gate Assistant Manager to get the proper PO number before you purchase anything.
- Only the Lead Installer or the President are allowed in the Gate Department stockroom. If you need a part let your supervisor know.
- Any items that are not used on a job need to be restocked or returned to the manufacturer. Let the Gate Assistant Manager know if you need to send something back.
- No job cards are to be taken from the Gate Department, if you need a card ask for it and a copy can be made.
- If a customer calls and needs to speak with you, you are to return the call as soon as possible. If the customer has a complaint, or a question, handle it in a courteous and professional manner. All receipts for purchased material are to be turned into the Gate Department with proper PO#’s.
- All materials returned for repairs will be turned in to your supervisor, all RMA items will be turned in daily.
- Verify all locations in shop and on site are kept clean and free from safety hazards.

- Maintain a professional appearance in the shop, on the road, and at the job site.
- Check all company equipment for proper operation and maintenance. (ex. oil, water, cleanliness, etc.)
- Let your supervisor know when supplies need to be ordered, or equipment needs repair.
- Follow check-in and checkout procedures for all tools and equipment. Be sure to log your PO#'s, the tool you are taking, when you took it, and when you brought it back.
- Other duties as assigned.

Essential Qualifications:

- An understanding of automatic gates, operators and their related components.
- Outstanding attention to detail and organizational skills
- Ability to use tape measure
- Knowledge of pneumatic tools and skill saws
- Ability to measure in linear feet and square feet
- A current and valid driver's license
- Clean driving history

Physical Requirements:

- Occasionally stoop, kneel or crouch
- Climb stairs
- Use hands and arms to reach for, grasp and manipulate objects
- Physical stamina to carry out all daily chores required to fulfill job responsibilities

Personal Protective Equipment:

- Safety glasses
- Gloves
- Back Brace
- Steel toe boots
- Welding helmet
- Respirator

Environment: Field construction work is performed outside so exposure to all types of weather conditions, including extreme heat and cold, is common.

Chain of Command:

You will always answer to your direct Supervisor, the Lead Installer, and go to him if you have any problems or questions. If you have a problem with your direct supervisor, or he is not available, you should go to the Department Manager. If your problem is not resolved, you may go to the President. At any time, you may go to the Human Resource Administrator.

Employee/Candidate Review Acknowledgment

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that if hired, I am an at-will employee, and this Job Description does not constitute a contract of employment.

Signature

Date

Printed Name

Date

President Signature

Date