



## **Job Description: Gate Technician**

Revised: January 18, 2023

**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:**

- Work directly with Gate Department personnel to complete paperwork.
- Assist the welding crews with placement of gates and related components.
- Perform all assigned tasks given by the Lead Gate Technician, the Manager.
- Continually train on latest technology and procedures related to automatic gates.
- Log all jobs on job log and turn in daily.
- Check in after each completed job.
- Inform customer upon arrival to job, and when leaving to over the completed work with the customer and have them sign the job card.
- Collect service call fees at the time services are rendered.
- Inform Lead Gate Technician, Gate personnel, or the General Manager, Vice President when materials need to be ordered, and list them on the ongoing materials order form.
- Turn in all receipts to the Gate Department.
- Restock any unused materials or return to the manufacturer.
- All materials returned for repairs are to be turned into the Gate Department personnel with RMA numbers.
- Return all customer calls promptly and courteously.
- Keep all Gate Department related areas and vehicles clean and free of safety hazards.
- Maintain a professional appearance in the shop, on the road, and on job sites. This includes wearing your SA Quality Fence, Ltd. Issued ID Badge at all times when on the clock.
- Check all company equipment for proper operation and maintenance.
- Inform supervisor when equipment needs to be repaired or ordered.
- Follow all check in and check out procedures for tools and equipment.
- Follow all maintenance procedures for Gate Department vehicles and report any problems to your direct supervisor.
- Turn in all fuel receipts to the Gate Department Assistant Manager.

- When required always wear your personal protective equipment.
- Report unsafe actions by other employees or contractors as soon as possible.
- 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 Gate Technician, the General Manager and the Vice President, and go to them 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 Human Resource Administrator. If your problem is not resolved, you may go to the President.

**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.

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Signature

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Date

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Printed Name

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Date

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Vice President Signature

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Date

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President Signature

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Date