



HDS Service Technician Job Description

Healdsburg Lumber Company, Hudson Street Design of Healdsburg
Hudson Street Design of Marin, Healdsburg Door & Sash, Gualala Building Supply

POSITION REPORTS TO:

HDS Services Technician

OVERVIEW OF DUTIES:

The technician is responsible for service and installing all products promoted by the HDS Service Department, HLC, HSD & GBS, including, but not limited to windows, doors, and hardware.

In addition to this overview of job duties, other assignments or job duties may be required.

SPECIFIC AND ESSENTIAL RESPONSIBILITIES, LISTED IN ORDER OF PRIORITY:

1. Own and operate all hand tools required to complete service and installation of windows, doors and hardware.
2. Operate all standard power and stationary tools required for installation jobs.
3. Possess and continually update knowledge of standard products and the construction/installation techniques necessary to complete window, door, and hardware service and installation jobs.
4. Move purchased materials and assembled products throughout the shop as required.
5. Have a clean, well-groomed appearance each day for work.
6. Provide excellent customer service on the jobsite. Appreciate that you are an ambassador for our company while in the field. Represent the Company well by treating Customers with respect and courtesy.
7. Safeguard Customer's home or office and possessions during installations. Leave a clean job site upon completion of installation.
8. Work in a safety conscious manner at all times. Follow all safety regulations and security guidelines. Actively contribute to work safety and security.
9. Maintain a safe, clean and pleasant work environment.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

1. High School Diploma, GED Equivalent or passing grade on written reading, writing and math skills test
2. Minimum 2 years experience in the construction industry or work-related vocational training using various building materials.
3. Valid California Driver's License.
4. Computer skills, Excel, Outlook

PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS OF JOB:

1. Ability to understand and communicate written and spoken information and ideas.
2. Ability to analyze information and evaluate results to choose the best solution and solve problems.
3. Ability to lift, carry and maneuver doors, windows and glass that may weigh in excess of 100 pounds, utilizing additional personnel and mechanical assistance as required.
4. Ability to perform physical activities that require considerable use of arms, legs and torso such as climbing, lifting, balancing, walking, stooping & handling materials.
5. Ability to make precise measurements and cuts using power tools.
6. Ability to courteously and professionally interact with our Customers.
7. Ability to encourage and build mutual trust, respect and cooperation among team members.
8. Ability to keep up to-date technically and apply new knowledge to job.
9. Ability to manage work time efficiently.