



**Job Description**

**Position Title:** Service Technician

**Reports to:** Service Manager

**Job Status:** Non-Exempt

**Position summary:**

Perform Quality Walk inspection and submit report to Service Department. Perform punch list repairs after cabinetry installation as well as repairs covered under manufacturer's warranty.

**Essential Functions:**

- Inspect work after initial installation, create a punch list report to be completed by Service Department, submit report electronically.
- Perform minor cabinetry/trim work repairs and finishing using hand or power tools.
- Clean tools, work areas, and other objects.
- Drive service van to/from multiple work sites
- Traverse uneven terrain (including step ladders) on construction sites, while carrying tools, equipment, parts and supplies.
- Lifting (up to 150 lbs), squatting, kneeling, stair climbing, bending, twisting, turning, working with arms overhead
- Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
- Confer with supervisory personnel, owners, contractors, and Sales Designers to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Inspect or review projects to monitor compliance with building and safety codes, and other company standards.

**Physical Demands:**

<b>Action</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>
Stand			X
Walk			X
Sit			X

Use hands to finger, handle or feel			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch or crawl		X	
Talk or hear			X
Taste or smell	X		
Lift up to 10 pounds			X
Lift up to 25 pounds			X
Lift up to 50 pounds			X
Lift up to 75 pounds			X
Lift up to 150 pounds		X	