



JOB DESCRIPTION

JOB TITLE: Doors, Frames, and Hardware Installer

Job Function

The Installer is primarily responsible for the accurate and efficient installation of Doors, Frames, and Hardware for commercial projects.

Duties & Responsibilities

I. Installing

- Install commercial doors (hollow metal, wood, FRP, etc.)
- Install commercial frames in rough openings (hollow metal, wood, Aluminum, Timely, etc.)
- Install commercial hardware on doors and frames
- Must understand and follow code compliance for door, frame & hardware systems
- Promptly identify the necessary hardware for each door and frame
- Ability to assemble commercial door components
- Ensures accuracy of installations
- Communicates and works with other departments and personnel in the warehouse
- Cross training amongst all warehouse departments is expected to ensure continued technical growth
- Ability to drive company vehicles safely
- Can read shop drawings, plans, and process important paperwork

II. General Warehouse

- Work closely with Operations Manager to outline daily workflow plan and jobsite goals as needed
- Safety: Awareness and adherence of safety requirements including maintaining a clean environment and completing safety inspections and courses thoroughly and on time
- Maintain routine vehicle maintenance for shop vehicles

III. Quality Control

- Verify the accuracy of product before, during, and after installation
- Ongoing process improvement to ensure efficient use of materials and labor

Education and Experience

Qualifications/Skills:

- ✓ Able to perform extensive physical activities (i.e. lifting, walking, kneeling and the handling of heavy materials)
- ✓ Must be reliable and dedicated
- ✓ Willing and able to work overtime when needed
- ✓ Good written and verbal communication skills
- ✓ Strong sense of time organization and urgency
- ✓ Able to work independently and within a team



Education, Experience, and Licensing Requirements:

- ✓ High school diploma, GED, or equivalent
- ✓ Minimum 4 years of commercial doors, frames and hardware installation experience
- ✓ Valid CA Driver's License with an overall clean driving record

This is a summary of duties and responsibilities and is not limited to these tasks. Assistance in other areas may be needed on occasion.