

DATE:**JOB TITLE:** Delivery & Installation**DEPARTMENT:****CLASSIFICATION:****LOCATION:** Cedar Rapids, IA

BASIC FUNCTION:

Responsible for the daily activities related to the delivery and installation of equipment and furniture systems. Duties may also include delivery, assembly, installation, repair and service of warranty and non-warranty merchandise.

REPORTING RELATIONSHIPS:**Reports To:** Dean Welter

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Good driving record
2. Load merchandise orders onto truck, deliver and stage product at the customer's site for installation.
3. Take job-site direction from customer and perform work in a timely fashion.
4. Install all types of free-standing furniture, shelving, equipment, panel and modular systems including placement, leveling, wipe-down and touch-up of merchandise at customer's location.
5. Operate and use required tools and equipment skillfully and safely.
6. Follow all safety procedures in the performance of job duties; follow safe work behaviors and promptly correct conditions and unsafe behaviors which may lead to accidents.
7. May be required to unload incoming merchandise using material handling equipment (i.e. dolly, pallet jack, and forklift).
8. Performs other duties as assigned.

JOB REQUIREMENTS:**Education, Licenses/Certifications and Work Experience**

High school diploma or general education degree (GED) required.

Skills, Knowledge, Abilities, and Mental Requirement

- Ability to read installation blueprints or diagrams - helpful.
- Ability to measure a worksite in preparation for installation.
- Ability to use hand and electrical tools for assembly work.
- Demonstrated competence related to writing installation project and problem reports.
- Ability to carry out instructions furnished in written and oral form.
- Excellent customer service skills, capable of conducting customer contact in a professional and courteous manner.
- Appearance suitable for the profession.
- Must be reliable.

PHYSICAL REQUIREMENTS:

This position requires physical effort and use of motor skills requiring manual dexterity and visual acuity. While performing the duties of this job the employee is regularly required to sit, stand, walk, climb, stoop, kneel, reach over head, crouch, crawl, push, pull or balance weight for extended periods of time. Employee must frequently lift, push or pull boxes or merchandise weighing between 50 and 100 lbs. With mechanical assistance, employee will occasionally move up to 200 lbs. Must be able to enter and exit delivery truck throughout the day. Employee will regularly operate equipment that requires manual dexterity and use of lightweight tools requiring some coordinated movements while safely using manual tools and power equipment.

WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly exposed to indoor weather conditions. The noise level in the work environment is usually moderate. The job requires the individual to follow standard safety procedures, be alert, and take necessary precautions (e.g., wearing/using protective clothes and equipment) to avoid possible injuries or health problems. The employee may be subject to drug/alcohol testing randomly.

The statements stated in this job description reflect the general duties as necessary to describe the basic function, essential job duties/responsibilities, job requirements, physical requirements and working conditions typically required, and should not be considered an all-inclusive listing of the job. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.