

The Genuine. The Original.



Overhead Door Company of Cortland, Inc.

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ESSENTIAL FUNCTIONS OF THE JOB OF INSTALLATION/SERVICE PERSON

The **INSTALLATION/SERVICE PERSON** shall perform a variety of functions required to install, service, and repair the complete line of products handled by the Company, to include, but not limited to: commercial and industrial sectional and rolling steel doors and operators; loading dock equipment; grills; fire doors; residential sectional doors and operators; radio controls; built-in vacuum systems; and other related items.

PLAN & LAYOUT work on the job site to accomplish the installation and service in a professional, timely and safe manner. Assemble and install all products in accordance with Manufacturers/Suppliers established procedures and instructions. Identify and evaluate field problems, and make any necessary minor adjustments and modifications to the product. Report all major product and field problems, such as hazardous working conditions, improperly prepared openings, structural problems, incorrect product, etc. to the supervisor for guidance. Upon completion of a job, inspect and test the operation of the product and make final adjustments. Leave the job site in a clean and orderly condition.

ANALYZE damaged, broken and/or malfunctioning products and related equipment handled by the Company and similar competitive products; diagnose problems and causes; determine and perform the necessary repairs to return the product to a safe and operational condition.

USE a variety of hand and power tools; extension and stepladders; generators and similar equipment to perform work. Operate Company owned trucks and other Company owned motor vehicles to transport products, tools and equipment. Loan and unload trucks as required. Follow proper operating instructions, safety procedures, and use proper protective equipment when working on the job site and/or operating power tools, equipment, Company owned motor vehicles and using extension and step ladders. Periodically inspect all power tools, extension cords and extension and stepladders; tag defective equipment and remove it from service; and notify the Supervisor. Check fluids, tires, brakes, lights and wipers on assigned vehicles daily; report the need for service or repairs to the Supervisor.

PERFORM a variety of similar and associated duties as required or directed.

NOTE: The **INSTALLATION/SERVICE PERSON** must possess the ability to use a variety of hand and power tools; perform extensive daily lifting and carrying of heavy items typically between the range of 50 to 75 pounds and occasionally higher weights as required, daily climbing of extension and step ladders; and daily operation of Company owned trucks and other Company owned motor vehicles.