

The Genuine. The Original.



Overhead Door Company of Greater Syracuse™

a division of Overhead Door Company of Cortland, Inc.

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www.OHDSYR.com

ESSENTIAL FUNCTIONS OF THE JOB OF WAREHOUSE/SHOP PERSON

Duties and Responsibilities

- Assemble various components and/or products handled by the Company, to include, but not limited to track assemblies, counterbalance assemblies, and electric operators.
- Assemble torsion spring assemblies. Cut torsion springs to length using an oxy/acetylene cutting torch and install fittings on springs.
- Assemble cable assemblies. Cut cables to length and install fittings using a swaging tool.
- Receive deliveries. Unload materials from trucks and trailers. Check and inspect incoming material.
- Stock inventory, parts, items, materials, and products in their correct location.
- Maintain perpetual inventory of certain materials and supplies. Notify management of materials or supplies that need to be ordered.
- Use Company owned vehicles and trailers to transport materials between warehouse and/or job sites.
- Clean the warehouse, shop and truck parking areas.
- Wash Company vehicles as required.
- Operate Company owned trucks and other Company owned motor vehicles and trailers to transport products, tools and equipment to job sites.
- Load and unload trucks and trailers as required.
- Occasionally assist the installation/service technicians on job sites.
- Other duties as assigned.

Requirements and Qualifications

- High school diploma or equivalent.
- Physically able to reach, stretch, bend, and walk during daily routine.
- Ability to stand for long periods of time.
- Ability to lift and carry heavy items typically between the range of 50 to 75 pounds and occasionally higher weights as required.
- Ability to multitask, prioritize, and manage time efficiently.