



BLOCK IRON

& Supply Company

Architectural Doors & Hardware

Field Tech/Carpenter

Full-Time ▪ Hourly Position ▪ 1st Shift ▪ Monday – Friday

Summary: This position will involve the installation of Division 8 (doors, frames and hardware) and Division 10 (toilet accessories, toilet partitions, lockers, etc) on commercial job sites. This position operates in a fast-paced, physically demanding environment.

Duties & Responsibilities:

- Follows instructions of Shop Supervisor regarding installation of Division 8 and Division 10 materials
- Work independently and with other installers to install Division 8 and Division 10 materials
- Track time and materials as required for each installation project
- Maintain all equipment in good working order and report malfunctions to Shop Supervisor
- Provide quality customer service
- Operate various power and hand tools both safely and skillfully
- Sand, paint, stain, and finish doors according to work orders in shop
- Misc. maintenance duties around shop and office area
- Attends all training pertaining to the needs of each job site criteria
- Follow all company policies and procedures
- Other duties as assigned

Knowledge, Skills & Abilities Required:

- Proper use of hand and power tools applicable to the trade
- Ability to read, understand and follow directions
- Knowledge of fractions, decimals, reading and using tape measure and rulers
- Extensive use of independent judgment

Minimum Job Requirements:

- High School Diploma or GED
- Valid driver’s license is required
- Able to lift up to 75 lbs independently and 100lbs with assistance
- Able to walk and stand for long periods of time along with kneeling/crouching/stooping
- Must be able to pass a pre-employment drug screen and physical
- Some knowledge of the door and hardware industry and products preferred

Block Iron & Supply provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I acknowledge that I have read and understand the duties of my position set forth in this job description and I am able to perform the essential functions outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that future performance reviews and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the best of my ability.

Employee’s Signature

Date