

Your Job Description for Installer - Level 1

Employer Information

Organization Name: CKV Finished Products

About Our Organization: Provider of finished products for new home and remodel construction

Website: www.ckvfinishedproducts.com

Job Location: Indianapolis

State: Indiana

Purpose:

CKV Finished Products is a growing company founded in 2005 looking for a highly motivated individual to join us and help us reach the next level while learning and expanding your career with us. You will learn and provide installation of after paint finished products including closet shelving, shower doors, mirrors, bath accessories, locksets, and other items. You will also be required to load and unload material on a daily basis as well as provide documentaion of paperwork and job sheets. You will drive to job sites in a company provided van so a valid drivers license is required.

We provide a full benefits package a fun and casual work environment in the construction industry. Our warehouse and primary operations are located on the southeast side of Indianapolis just off I-465 and Emerson Ave.

Education:

High School Diploma (or GED or High School Equivalence Certificate) is preferred but not required

Skills:

Basic Skills

- **Active Learning** - Ability to quicky learn and then efficiently provide quality installations of our products.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Tools**- Familiarity with common hand held tools is a plus. Most tools are provided
- **Speaking** - Talking to others to convey information effectively.
- **Writing** - Ability to fill out job sheets and other documentation as required

Social Skills

- **Collaboration** - Ability to work alone unsupervised as well as with others as a team
- **Responsibility**- Ability to complete jobs on your own in a timely manner and to high standards. Also to take care of company vehicles and tools as provided
- **Social Perceptiveness**- Must be aware of other vendors/workers at job sites and not interfere with their work

Other Requirements

- Previous Construction Experience is beneficial but not required.
- Must speak English language
- Some heavy lifting
- Must have valid drivers license and provide own transportation to/from our warehouse daily as well as drive company provided van to job sites

Work Context

Body Positioning

- Spend Time Bending or Twisting the Body
- Spend Time Climbing Ladders
- Spend Time Kneeling, Crouching, Stooping, or Crawling
- Spend Time Making Repetitive Motions
- Spend Most of Day Standing
- Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls
- Spend Time Walking
- Spend Time Lifting Materials and Product

Communication

- Contact With Others
- Face-to-Face Discussions
- Telephone

Environmental Conditions

- Job sites often have debris or other obstacles to navigate
- Hot and Cold depending on weather as most homes are not environmentally controlled
- Mud, Ice, and or snow depending on time of season and weather

Job Hazards

- Exposed to Power Tools
- Exposed to Minor Cuts From Tools, Glass, and Sharp Edges
- General Construction Site Hazards

Work Attire

- Wear casual attire such as jeans/shorts and t-shirts/sweatshirts
- Hard hat required on some job sites
- Appropriate footwear depending on time of year and weather

Work Setting

- Indoors, Not Environmentally Controlled
- Some Outdoors, Exposed to Weather
- General Indianapolis area with some occasional jobs in Bloomington, Lafayette, or other areas of the state

Tasks

- Load and unload job materials and tools from work van
- Drive to/from job site
- Keep company van filled with gas with company provided gas card
- Install closet shelving - wire and laminate
- Install framed and frameless mirrors
- Install toilet paper holders, towel bars, shower rods and other bath accessories
- Install interior/exterior locksets
- Install shutters
- Install shower doors
- Assist warehouse team with receiving and storing of product
- Pick up product from vendors as needed
- Deliver product to other team job sites as needed
- Complete job sheets and other documentation as needed
- Keep company van organized and clean