# **NSCA**

# **Sample Position Description**

# **Title:** Installer

**Reports to:** Coordinator

**Class:** Full-Time <Part-Time>

**Type:** Hourly

**Revised:** 9/15/20XX

# **Primary Role:**

# *Responsible for the installation of electronic communications equipment, including but not limited to, cable, fiber optics and electronic devices. The installer is responsible for installing the products in the most efficient and effective manner. All installations must meet the highest quality standards set forth by {company name}, while assuring a professional and safe working environment.*

**Responsibilities:**

1. Pulling of electronic cable
2. Responsible for the basic wiring and installation of hardware
3. Responsible for the operation of cable testing equipment
4. Meet all installation deadlines
5. Responsible for accurate tracking on time sheets, service/installation tickets and inventory items
6. Full compliance with company's and customer's safety program
7. Operation of power tools
8. Other duties as required or assigned by company management

### **Accountability:**

# The Installer will be accountable to the Coordinator. Secondary accountability will be to the other management team members, employees and customers of the company.

# **Qualifications:**

The Installer shall possess a high school diploma or equivalent. A working knowledge of communications systems is desired.

## Travel:

Some out of town travel required.

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.