

## AFNW SERVICES Job Description

Job Title: Installation Team Lead w/travel requirement

Scheduled Work Times: Mon-Fri, 6 am to 4:30pm.

Non-Scheduled Work Required: Yes (as needed) including occasional weekend and night work.

Travel: As a condition of employment you may be required to travel away from home to complete job assignments. Each employee required to travel will need to be able to be away from home up to 4 weeks at a time. If an employee is required to travel, established Per Diem will be paid.

Reports To: Site Operation Manager

Wage: \$28 an hour. Wage is based on experience, skills related to essential job functions and time on job. Wages outside of the range will be considered non-precedence setting.

Bonus: Yes (potentially issued, based on company profitability and employee metrics). Bonus is not guaranteed.

### Essential Function and Responsibilities:

- Determine work and workforce for each day
- Assign work to subordinates
- Communicate daily to management regarding personnel or customer issues
- Ensure that all materials and tools are assembled and loaded for each day's requirements
- Interface with customer to determine scope of operations for that day and ensure MCM's are opened and closed
- Install filters and screening at customer locations
- Work from ladders and wear required fall protection
- Job requires a professional level of interaction with customers, both through verbal and written communication methods
- Pre-staging of filters in warehouse and prior to delivery or installation

- Taking spent customer filters to authorized, legal waste transfer stations when required
- Drive company vehicles in a safe and professional manner. This position requires a safe and clean driving record to maintain employment. Loss of driving privileges, or the loss of employee's state issued driver's license will be handled on a case, by case basis. Any deviation from this requirement by management will be considered non-precedence setting.
- Interaction and communication with ownership, Operations Manager(s), General Manager and co-workers in a professional manner.
- Conducting field surveys as needed. Documenting survey findings and communicating them with AFNW leadership and building / company contacts.
- Maintain company vehicles in a constant state of readiness i.e. fueled, have appropriate tools and materials needed in order to meet customer expectations
- Provide end of day and end of week communication to the Site Operations manager on the progress and happenings of the day

#### Secondary Job Functions:

- Provide support in the warehouse as needed
- General housekeeping requirements around office and warehouse as needed
- Assist in unloading freight trucks as needed and providing digital documentation detailing what was received and when. This should be shared with Site Ops Manager and the Procurement Specialist.
- Answering phone calls as needed and returning calls in a timely manner
- Provide digital documentation of the inventory and share with the Site Operations Manager
- Document mileage on a mileage log monthly and share with Site Ops Manager

The Essential and Secondary job requirements are generally recognized tasks related to the stated job, along with all other duties assigned by management.

#### Required Job Skills and Certifications:

- Must have a valid driver's license

- Must be proficient with Microsoft Office and other business related software
- Valid forklift license
- Written and verbal communication skills
- Ability to complete installation tasks from heights above 6 feet, and follow OSHA and company rules and regulations.

**Physical Abilities Requirements:**

- AROM (active range of motion) Trunk – Flexion (bending), extension, Side-bend bilaterally, rotation = WNL (within normal limits)
- AROM Hip, Knee, Ankle – all planes = WNL
- AROM Shoulder – Flexion, ABD, ADD, IR, ER = WNL
- Need to be able to vertically lift 55 lbs. up to 70" from the floor
- One arm carry in 10 gallon bucket 65 lbs. Vertical lift from 0 to 46" from the floor and horizontally transfer 7 feet.
- Push-Pull: Horizontally transfer 120 lbs. on a sled a distance of 10 feet.
- UE Push-Pull: With back at 45 degree angle horizontally transfer 75 lbs. of force.
- Repetitive Coupling: Squeeze Jamar Hand Dynamometer requiring forces up to 60 lbs.
- Static Posture: Forward bend to reach towards the floor and maintain position for 3 minutes.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical Demands while performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds related to office duties. See Physical Abilities Requirements for non-office duties. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Mental Demands While

performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks.