**Installation Apprentice – Service Technician Assistant**

**Job title:** Installation Apprentice – Service Technician Assistant

**Required Documents:** -Valid and maintain current Driver license.

 -Valid and maintain current (TDLR) Sign Electrician Apprentice license.

 -Valid and maintain current DOT physical.

**Job Description: Essential Duties & Responsibilities**

Reviews blueprints and prepares materials and supplies for sign installation

 Transports sign materials, prepares and erects signs

 Performs maintenance and repair to existing signs

 Completes paperwork for installations and service work

 Follows all safety guidelines and regulations

 Obtains completed work sign – off from customers

 **: Marginal Duties & Responsibilities**

Cleans, stocks, and maintains equipment

 Destroys, recycles and disposes of old signage as instructed

 Performs other functions as necessary or as assigned

 Accomplish duties as directed by immediate supervisor

**Training & Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty to the highest standards. The requirements listed below are representative of the knowledge, skill, and/or ability required.

 -A High School Diploma or GED and one or more years of relevant experience involving demonstrated abilities in construction including welding, operation of heavy equipment, crane and forklift, power tools, electrical experience, and reading blueprints and purchase orders; or any combination of training, education and experience which provides the following knowledge, abilities, and skills.

 -Ability to organize, prioritize and coordinate multiple work activities to meet critical deadlines, as well as working independently.

 -Ability to deal effectively and tactfully with a wide variety of individuals in person, via telephone and in writing.

 -Ability to operate computer, telephone, camera, and other office equipment.

 -Excellent basic math skills.

 -Excellent ability to read a tape measure, measurements MUST be precise.

 -Strong work ethic with an enthusiastic, positive attitude, and the highest level of integrity .

 -Excellent communication skills, must be able to read, write and speak English, bilingual is not required, but is a plus.

 -Maintain regular and timely attendance.

**Physical/Sensory Demands:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

 -Work is generally performed in a shop environment, outside site environment or driving to site locations. While performing the duties of this job, the employee is regularly required to: sit or stand for long periods of time; use computer to enter data, use telephone to converse with customers, staff, and other departments; perform repetitive wrist, hand and / or finger movement. The employee is regularly required to: talk, feel the attributes of objects, grasp, push, and reach with arms or hands. Specific vision abilities include: clarity of vision at 20 inches or less; ability to adjust eye to bring an object into sharp focus. Employee must be able to work at heights that approach and exceed 75’ in height. The employee must have ability to climb, crawl, bend, lift 50 pounds and operate heavy equipment. Must be able to work overtime and occasionally stay on overnight trips.