

## JOB OPENING NOTICE

- Title of Position.
  - Lead Installer
- Job Description.
  - See below
- Salary.
  - Hourly, full-time position: up to 36.98/hr
- Salary range for the position.
  - Hourly, full-time position: 29.88/hr - 36.98/hr
- Work schedule.
  - Monday-Friday, 7 AM - 4:30 PM with a lunch break, occasional overtime and weekend work
- Minimum Degree required for position.
  - High School/GED
- Minimum Experience required for position.
  - 7 years in construction
- Current number of people in employee's position.
  - 0 at the moment; 2 people in this position previously
- Degrees, experience, and certifications of each person in an employee's position before they joined the employer.
  - High School graduate; 3 years of finished carpentry experience, a total of 15 years in construction; Certifications: OSHA10, CPR/First Aid, Operator certified for boom, slab, scissor lift, rough terrain, scissor lift, and rough terrain forklift.
- License required for position:
  - OSHA30 or OSHA10 with supplemental safety certification comparable to OSHA30 or ready to acquire OSHA30 certification
- Special skills required for position:
  - Working with technology and software: computer, iPad, laptop, smartphone
  - Operating power tools (e.g. power drill and power saw)
  - Using laser level to install devices within a tolerance of  $\frac{1}{8}$ " over 8'
  - Measure to the nearest  $\frac{1}{8}$ " at the narrowest point where a product is installed which can require converting fractions
  - Calculate a cut size based on a product configuration data sheet and mounting location
  - Determine a deduction tolerance based on a mounting location and product configuration

**A DIVERSE SUBCONTRACTOR AND SUPPLIER - CERTIFIED DBE, WBE, WOSB, AND LGBTBE.**

License Number: WA #lumeni\*886Q8 | CA #981581 | CA Public Works #1000015827 | OR #220083

- Knowledge of fastener types to safely secure products to concrete, steel, thin-gauge steel, drywall, aluminum, tile, acoustical surfaces, etc.
- Working from heights (minimum 6' height, also occasionally work from the roofs)
- Lifting 75 lbs overhead
- Advanced level of English
- Knowledge of the following languages is preferred: Spanish, Arabic, Russian
- Reading blueprints and architectural drawings
- Understanding of the line-voltage, low-voltage, motorized shades with RTS, RS-485, and PoE control protocol
- Understanding of the tubular daylight devices
- Name and title of the employee's supervisor.
  - Robin Heitic, Lead Project Manager & Installation Manager
- Number of people the employee will supervise.
  - 0
- Address where the employee will work (if different from main employer address).
  - The location depends on the job site; travel all over the USA is required
- Name and title of union representative (if applicable).
  - N/A
- Union agreement and clear determination of employee's salary (if applicable).
  - N/A
- Job offer letter (if available).
  - Upon hiring

**This notice is posted in connection with the filing of an application for permanent alien certification. Any person may provide documentary evidence bearing on the application to the Certifying Officer at the following address:**

**U.S. Department of Labor, Employment and Training Administration,  
Office of Foreign Labor Certification,  
200 Constitution Avenue NW, Room N-5311,  
Washington, DC 20210.**

## LEAD INSTALLER

**THE ROLE:** Responsible for providing world-class service to lumenomics customers throughout the entire measure & installation process of motorized and manual shades, skylights and solar tubes on the commercial job sites. This requires frequent travel, up to 100%, of the time in many markets across the US. Reports to a Lead Project Manager & Installation Manager.

### Essential Functions

- Surveys the commercial job sites and conducts measurements to the nearest 1/8 inch - 20% of the time
- Installs manual and motorized shades, flaps and header systems on the commercial job sites - 80% of the time
- Programs the systems for motorized shades - 40% of the time
- Verifies node ID and motor, sets rotation, and sets limits as a part of the programming - 40% of the time
- Validates bus line and motor for motorized shade - 40% of the time
- Troubleshoots motorized and manual shade issues - 20% of the time
- Installs solar tubes and skylights on the roofs of the commercial job sites - 20% of the time
- Reviews the lumenomics construction schedule and completes the install in the time allotted - 100% of the time
- Repairs lumenomics product lines, replacing devices or components when necessary - 30% of the time
- Tests product connections and functionality to ensure proper installation; provides photos/video to document the successful installation - 40% of the time
- Reports the daily tasks completed prior to leaving the job site - 100% of the time
- Travel 50% - 100% of the time to complete installations when scheduled by Project Managers
- Acts as the liaison between the site superintendent and lumenomics project management team, effectively communicating any issues which may occur during installation of the product - 100% of the time
- Leads a crew of up to 5 installers and/or subcontractors on the project site - 70% of the time
- Responsible for arriving at airport, renting car and checking in at assigned hotel - 50% - 100% of the time
- Studies the scope of work to be done, reads and follows plans, material lists and guidelines. Lays out and sets up a job accordingly. - 50% of the time
- Conducts regular on-site safety meetings. - 10% of the time

- Contacts customers when arriving at the job site and completes a walk-through, fulfilling all regular and advanced installation duties. - 100% of the time
- Verifies gang boxes arrived and the lifts and equipment required to do the install are in place. Communicates any missing parts to the project manager. - 30% of the time
- Inspects the product before the installation, notifies the Project Manager if any damage/defect is found or components missing - 50% of the time
- Trains employees to complete projects within established guidelines and time frames. - 50% of the time
- Enforces and complies with all company and client required safety policies and procedures. - 100% of the time
- Establishes and maintains customer relationships. - 100% of the time
- Assists the Project Manager with conducting inspections, reports. - 100% of the time
- Inspects installation work on a regular basis to ensure the work conforms to specifications, reports any repair or replacement needs and/or adjustment of working procedures. Regularly communicates with the project manager regarding installation status. - 100% of the time
- Solves job related problems and ensures project success - 70% of the time
- Obtains customer's sign-off on the completed job - 30% of the time
- Trains customer using an effective training process and excellent communication skills - 30% of the time
- Cleans up when the work is completed and leaves the customer site in a neat condition - 30% of the time
- Ships out gang box and leftover materials - 30% of the time
- Collaborates with office staff and supports sales efforts - 50% of the time
- Keeps all customer information confidential - 100% of the time
- Uses Google Business Suite to collaborate - 50% of the time
- Documents all communications in Smartsheet, Base (Zendesk Sell), and Box - 50% of the time
- Other job related duties as assigned

## **Other Responsibilities:**

- Maintains the work vehicle (when applicable)
- Maintains the assigned tools and equipment in good operating condition (when applicable)
- Assists the Certified Partner Manager in training sub-contractors
- Assists Lead Project Manager & Installation Manager with the timely and accurate job timecards submission
- Works independently while using technology to communicate across time zones
- Leaves a lasting impression with lumenomics customers by demonstrating a solid work ethic, constant communication, integrity, and providing exemplary customer service

- Updates knowledge and skills by regularly participating in company training and educational opportunities
- Communicates ideas for improving company processes with a positive and constructive attitude

## Supervisory Responsibility

This position has no direct supervisory responsibilities but is essential in influencing the work of others in the construction department.

## Competencies

- Journeyman level expertise with 7 years experience in construction
- OSHA 30 or OSHA10 supplemented with additional certifications comparable to OSHA30 or ready to study OSHA30
- Advanced ability to read and communicate in English verbally and in writing
- Knowledge of Spanish, Arabic or Russian is preferred to interact with other trades on site
- Experience with power tools (e.g. power drill and power saw) and machinery (e.g. forklifts) - 7 years experience
- Experience with working from heights using ladders, lifts and 6' rolling scaffolds - 5 years experience
- Experience with reading blueprints, architectural drawings and construction layouts - 7 years experience
- Experience with small tools (e.g. knives, screwdrivers, hammers, pliers, etc.) - 7 years experience
- Experience assembling products with limited instructions - 5 years experience
- Strong familiarity with smartphone (taking photos, using video chat, entering data) - 3 years experience
- Ability to work with technology and software: computer, iPad, laptop, smartphone - 5 years experience
- Experience using laser level to install devices within a tolerance of  $\frac{1}{8}$ " over 8' - 5 years experience
- Experience converting fractions to measure to the nearest  $\frac{1}{8}$ " at the narrowest point where a product is installed - 3 years experience
- Ability to calculate a cut size based on a product configuration data sheet and mounting location - 5 years experience
- Ability to determine a deduction tolerance based on a mounting location and product configuration - 5 years experience
- Knowledge of fastener types to safely secure products to concrete, steel, thin-gauge steel, drywall, aluminum, tile, acoustical surfaces, etc. - 7 years experience
- Customer service experience - 3 years experience

- Experience collaborating with others or working on a team - 5 years experience
- Experience leading others - 2 years experience
- Great presentation skills
- Great time management/organizational skills
- Ability to make calculated decisions on the spot as well as offer solutions to the problems
- Ability to quickly learn how to work with the line-voltage, low-voltage, motorized shades with RTS, RS-485, and PoE control protocol
- Understanding of the tubular daylight devices
- Willingness to frequently travel nationwide (at least 50% and up to 100% of the time)
- Pass the background check
- Pass the drug test if required for the work on commercial job site
- Demonstrate a 3-year clean driving record
- Knowledge of the following languages is preferred: Spanish, Arabic, Russian
- Ethical Conduct.
- Thoroughness.

## Physical Demands

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.

While performing the duties of this job, the team member is regularly required to talk and hear and perform physical labor under adverse field conditions. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The team member must frequently lift and/or move items over 75 pounds and work with motorized/manual shades that are 110" wide. The team member lifts, pushes, pulls or carries objects; uses abdominal and lower back muscles to provide support over time without fatigue; and effectively works at heights. The position requires good manual dexterity and multilimb coordination. The position requires being able to work off heights (6' or more, including roofs of the buildings).