



Miller McConnell Signs

Job Description

INSTALLATION TECHNICIAN

SUPERVISOR(S): Senior Production Manager / Senior Installation Supervisor

DEPARTMENT: Production

POSITION OVERVIEW:

An **Installation Technician** is a senior-level employee within the production department whose main responsibility is to efficiently install high-quality signage on our clients' properties, both indoors and outside. This individual will often be the face of the company, interacting with clients at their place of business and ensuring customer satisfaction.

This individual possesses a high-level of department expertise/knowledge of equipment, materials, processes, standards, timelines, etc. They are expected to exhibit leadership abilities (leading by example, demonstrating initiative, ensuring goals/objectives are met, portraying professionalism, representing company values, etc.).

The role includes a significant amount of project management for orders specific to installations. Therefore, it is essential that they are able to foresee the planning of future installation loads.

Ideal candidate:

- Previous signage installation experience and/or relevant experience
- Able to safely lift and manipulate approx. 50lbs
- Comfortable working at heights and in all weather conditions
- Detail-oriented self-starter with strong leadership skills
- A clean and professional appearance at all times



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JOB FUNCTIONS:

Production Duties:

- Departmental organization (vehicles, equipment, materials, work-in-progress, work orders, install documents, etc.)
- Provide accurate status updates to the Senior Production Manager regarding projects, and submitting photos of completed installations and site visits
- Participate in managing department inventory (supplies, equipment, tools, etc.)
- Efficiently operate all department resources, such as: laminator, Keencut, vinyl application/removal tools, drill press, grommet machine, heat welder, paint supplies, bench router, table saw, etc.
- Work in other areas of Production (Print, Graphics, and Fabrication & Finishing) as needed when required
- Maintain the operating integrity of department equipment and associated parts
- Efficiently perform installations, deliveries, and pick-ups
- Ensure material ordering & purchasing is from approved sources
- Look for new and/or innovative uses for our technology in signage production
- Some travel outside of the city may be required

Team Participation Duties:

- Participate in staff meetings and initiatives
- Participate in shop cleanliness and organization initiatives
- Maintain orderly vehicles and workspaces
- Utilize a task management system to ensure daily, weekly, and monthly objectives are met
- Take notes in all meetings
- Adhere to all corporate policies and assist in their development
- Offer support and assistance in all other areas of the business as required

Required Certifications/Requirements:

- Valid Driver's License with a clean abstract
- Criminal Background Check
- Working at Heights Certification (will be offered as a part of training/onboarding)
- PEWP Certification (will be offered as a part of training/onboarding)

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Apply to: careers@millermcconnell.com