



## **Summary of Position**

A Window Covering Technician I at Workplace **elements** is responsible for assisting in the installation of commercial roller shade solutions and completed in an efficient and timely manner. As an installation team member; executing and following the direction of the senior team lead and installation manager is critical to accomplishing project deliverables. It is the responsibility of the Window Covering Technician to assist with meeting project installation deadlines. The Window Covering Technician is responsible for executing the installation of assigned commercial window covering project tasks to ensure solutions are installed according to design and operable. As part of a dynamic team, this position requires someone who is willing to learn about today's roller shade technology solutions and has the aptitude to support the installation of shading technology applications. The ideal candidate must be able to demonstrate good problem solving/troubleshooting skills, general experience in construction and installation of hardware, and have a willingness to take direction from other team members.

## **Job Responsibilities/Duties**

- Installation of manual/motorized window covering solutions and understanding of general construction hardware installation including but not limited to:
  - Cabling infrastructure to support motorized shade technology. Ability to support installation of structured cabling support/hardware, and cabling termination.
    - Ability to work on ladders, lifts and at heights/overhead to support infrastructure wiring
    - Assists with system commissioning and integration with 3<sup>rd</sup> party controllers (BIM)
    - Ability to populate, lace and terminate equipment inside ceiling structure and roller shade pocket assemblies.
    - Competent use of hand tools and power tools
    - Comprehensive understanding of termination best practices
  - Ability to understand electronic schematics and architectural blueprints generated by **elements**.
    - Communicates system design redlines to the design team, assist with point to point system functionality tests to ensure system operation
  - Fundamental understanding of roller shade technologies, ability to execute as assigned tasks to ensure projects are executed on time, budget and efficiently.



- As an installation team member, follow instruction at the direction from the Senior Installer/Project Manager
  - Possess a willingness to learn technology and demonstrate an understanding of the concepts associated with technology.
- Control system terminations – General understanding of system equipment.
  - Ability to commission system devices
  - Connect system components based on schematic design documentation – communicate issues as needed.
- Ability to take direction, but also work independently on assigned tasks.
- Complete daily job documentation as required
- Other duties as assigned

**Environment:**

- Sitting, standing and repetitive keyboard movement
- Travel to various job sites required

**This position is:** Full-time/Non-Exempt **Salary Range:** \$16.00-\$22.00 per hour

**Experience/Requirements:**

- Effective communication skills with employees, customers and colleagues
- Ability to work independently, follow instruction and assist with meeting deadlines
- Basic computer knowledge
- Some knowledge of basic signal flow for low voltage wiring and control.
- Education and/or Experience
- Some product installation experience preferred
- Any formal education with Electronics theory or related field preferred
- High School Diploma or equivalent preferred

**Preferred External Training:**

- MechoShade Roller Shade installation training
- Roller Shade installation experience preferred
- OSHA 10 Hour Construction Course
- CPR Certification