

**Glass Installation Technician**

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| Position Summary |
| Provide excellent customer service. Install all types of automotive glass. Repair automotive glass (chip repair). Perform duties both in the automotive shop and away from the shop with the mobile service van repair unit. Work as part of a well-organized team. |

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| Major Duties and Responsibilities |
| * Provides excellent customer service at all times. * Remove/Install most types of automotive glass. * Repair automotive glass. * Perform glass chip repair services. * Work both in the automotive shop and/or remotely with the mobile service van unit. * Calibrate and use ADAS equipment. * Perform glass tinting services. * Consistently use PPE (personal protective equipment) as required by job protocols. * Work as part of a team. * Able to communicate clearly with coworkers and customers. * Meet all quality standards. |

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| Other Duties |
| * Clean and organize the work area in the automotive shop. * Clean and organize the mobile van unit; ensure all required tools and equipment are present and in good condition. * Order parts as needed. * Pick-up parts as needed. * Willing to learn other duties as assigned/required. |

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| Computer Skills |
| How will the computer be used for this job?  Limited computer knowledge is required:  Will be required to use a web-based point of sale system, time clock, and glass installer app that are needed to accomplish the job. |



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**Page 2**

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| Minimum Qualifications |
| Valid driver’s license; clean driving record.   * Previous experience preferred. * Knowledge of automotive glass repair procedures. * Cooperative team member; professional attitude. * Can follow directions, written and verbal. * Attention to detail. * Strong time-management skills. * Able to read and write in English. |

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| Physical Requirements |
| * Requires repetitive motion. * Standing for long periods; work 10-hour shift. * Can lift 40 pounds, repeatedly. * Can hold items with arms above your head. * Can climb ladder/scaffolding. * Can work with hand tools. * Can use tools/equipment correctly. * Can learn/follow safety protocols. * Requires working inside and outside: heat, cold, inclement weather, or environmentally controlled conditions. |

This position description in no way states or implies that these are the only duties/functions to be performed by the employee. Employees will be required to follow any other job-related instructions and perform any other job-related functions requested by their supervisor.

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Print Name Signature Date