

Name	Supervisor / Reports To	Division/Department
	Rain Gutter Lead	Gutters
Job Title	Shift	Date Written
Rain Gutter Apprentice	Day	
General Description		
To assist and train in the entire process installation process including material prep, tear off, installation, and clean-up.		
Essential Duties		
<ul style="list-style-type: none"><li>• Install new seamless rain gutters, flashing, heat cable, gutter cover</li><li>• Operate and maintain gutter machine</li><li>• Ability to use power tools and cut materials safely</li><li>• Loading and prepping truck for daily installs</li><li>• Tear off old gutter materials</li><li>• Repair and clean rain gutters</li><li>• Communicate with customers regarding the service being performed</li><li>• Finishing appropriate paperwork depending on task/tasks</li><li>• Complete training by designated timeline and demonstrate knowledge on the job</li><li>• To learn the ability to do basic sheet metal fabrication</li><li>• Understand how to read basic drawings for installs</li></ul>		
Purpose		
To install seamless gutters efficiently while maintaining quality and superior customer service.		
Minimum Requirements		
<ul style="list-style-type: none"><li>• Okay with heights 2 stories or more in the air</li><li>• Lift heavy objects up to 60 lbs</li><li>• Able to read all lines on a tape measure</li><li>• Walking, climbing, standing for a min of 8 hours</li><li>• Ability to see the full color spectrum</li><li>• Willing in inclement weather</li></ul>		

I have reviewed this job description and understand these are the tasks I will be expected to perform.

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Employee Signature

\_\_\_\_\_  
Date