



Apply in person at: 500 Leonard Street De Pere, WI 54115 or email: homeinteriorsinc@gmail.com

Job Title: Main Flooring Installer
Department: Installation
Responsible to: Installation Coordinator
Salary: Hourly/Non-exempt (Pay negotiable based on experience)

POSITION SUMMARY

Responsible for the installation of carpet, tile, hardwood, laminate, vinyl and luxury vinyl tile working in both residential and commercial markets. Ensure that services are provided effectively and efficiently according to the standards provided by Home Interiors Flooring.

DUTIES AND RESPONSIBILITIES

- Provides excellent customer service for all external customers for Home Interiors at all times in all activities.
- Work to provide solutions for customer concerns as needed as customer service is a top priority both inside and outside of the Home Interiors showroom.
- Installs LVT, VCT, carpet, laminate, ceramic tile, vinyl, wood, and/or other flooring as directed based on your installation proficiencies.
- Sweeps, scrapes, sands, or chips dirt and irregularities from base surfaces, and fills cracks with putty, plaster, or cement grout to form smooth, clean foundation.
- Cut floor coverings and foundation materials according to blueprints and sketches.
- Determines traffic areas and best location(s) for seams if not previously specified in work order instructions
- Mixes and applies required compounds to join and adhere foundation/flooring materials.
- Lays out centerlines, guidelines, and borderlines with foundation with chalk line and dividers
- Independently keeps the job on schedule according to the allotted install time provided.
- Prepares surfaces for new flooring or tile to be installed by removing existing product, cleaning surface of debris, and scraping as needed. Keep job site is properly cleaned and maintained throughout installation process and all equipment, tools, and materials are removed upon completion.
- Successfully train and mentor new or assigned installer helpers as needed. Basic supervision skills are required.
- Assist in other duties as assigned.

PHYSICAL REQUIREMENTS/WORKING ENVIRONMENT

1. Frequently stand, walk, bend, stoop, squat, and occasionally lift up to 50-100 lbs.
2. Occasionally crawl, climb heights, reach above shoulders, crouch, kneel, balance, and push/pull. Repetitive movement of both hands.

3. Work is performed indoors, however, occasionally, there could be some work that is required outdoors. While performing these duties, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles.
4. Pro Knee Pads are required and must be purchased within 1 week of scheduled start date. Knee pads purchased through Home Interiors are offered at a discounted rate and are eligible for payroll deduction.
5. Home Interiors shirts must be worn at all times and can be purchased for \$6.00 from the Home Interiors office. It is highly recommended that 5 shirts are purchased, and the shirts are eligible for payroll deduction.
6. Employees may be required to wear personal protective equipment. Examples (not all inclusive): steel toe boots or utility boots, use of gloves, safety glasses, masks, and hard hats.
7. Flexible schedule, extended hours to include all shifts, weekends or nights may be required. Employee may be required to work a maximum of 10 weekends, 15 nights and up to 15 nights out of town each year.
8. A tool box with basic tools is required within 1 week of scheduled start date. See attached tool requirement list.

STANDARD QUALIFICATIONS

1. Ability to inform and communicate effectively; process information effectively to identify and define problems and make objective decisions.
2. Ability to work independently when needed, multi-task, work in team settings, and meet strict timelines.
3. Ability to understand and follow verbal and written instruction. Written instruction includes but not limited to effectively reading work orders and picking tickets.
4. Must have basic mathematical skills. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, fractions, and decimals.
5. Must be able to read blue prints.
6. Must pass all pre-employment screening and background check.
7. Must be willing to obtain additional education and training as Home Interiors deems necessary.
8. Must adhere to Home Interiors Drug and Alcohol Free Workplace Policy during the course of your employment, and must be willing to take a drug or alcohol test if there is reasonable cause by a supervisor.
9. Must possess a valid driver's license. Employee will be required to drive Home Interiors vehicles.
10. Must work the scheduled starting times of 7:00 a.m. to 5:00 p.m. Monday-Friday unless otherwise directed by the direct supervisor.

MINIMUM QUALIFICATIONS

- A high school diploma, or General Education Degree (GED) equivalent is required. College degree or Technical College certificate preferred but not required.
- Must know how to use and maintain hand tools, portable power tools, and stationary power tools in a safe manner.
- Valid Driver's License Required
- Background Check Required
- Must have a minimum of two years successful flooring installation experience.