

JOB DESCRIPTION

Position: Field Technician
Home Inspections

Scale of Pay: Hourly

SUMMARY

A field technician is to be a licensed driver in good standing with the Commonwealth of Kentucky to operate a motor vehicle. The technician is to report to *Smith Adjusting, Inc.'s* office at 2931 Hultz Road, Catlettsburg, Kentucky at the designated time(s) set forth on a weekly schedule displayed in the reception area of the office. The technician is to travel to and from the jobsite in a company vehicle where he is to contact pertinent resident owners within the designated boundary of the jobsite for a pre-blasting survey inspection of the structure. He is to contact the homeowner, present a notification for a pre-blasting survey and answer any questions or assist him in explaining what the pre-blasting inspection entails.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned:

Complies with work rules and safety regulations.

Works any hours necessary for the adequate coverage of the department and additional hours, if needed.

Follows all State laws/regulations and insurance requirements.

Manage time effectively.

Communicates regularly with supervisor through written correspondence or verbal interaction.

Demonstrates ability to manage higher level responsibilities.

Established interpersonal skills that promote good working relationships to benefit clients.

SECONDARY RESPONSIBILITIES:

Makes recommendations for department procedures.

Assists in maintaining adequate inventory and requisition of supplies and equipments in company vehicles.

Completes own vehicle log book on a daily basis.

Attends departmental meetings.

Utilizes supplies in a conservative/responsible manner.

OTHER REQUIREMENTS: Attendance is exemplary and has three (3) or less episodes of unscheduled absence per year.

Arrives at scheduled work time.

Assembles all paperwork, properly posts the well inventory log for surveys completed for that day, and is certain all film is properly marked, documented and stored, prior to return to the office.

Employees are responsible for logging their arrival and departure times on the company vehicle log book which is to be turn in on their daily work schedule at the end of the week

Provides information and assistance to clients. Responds cooperatively to supervisory directions. Competently completes all necessary company insurance requirements.

Presents a neat, clean appearance; always wears proper approved name badge; adheres to the dress code 100% of the time.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE: Vocational/Technical College degree in Drafting or at least two (2) years experience in similar work.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel object, tools, or controls; and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in this work environment is usually moderate.

While performing duties of this job, the employee is required to work in outside weather conditions.

INSPECTION PROCESS: Following completion of the pre-blasting survey presentation to the homeowner, upon acceptance, he is to request the homeowner to accompany him during the exterior inspection to determine defects in the structure which are measured, photographed and documented on a floor plan drawing which is sketched by the technician and these defects are photo documented with a digital date imprinted camera.

Following completion of the exterior inspection, the technician is to follow the homeowner into the residence, utilize pre-made wall, floor & ceiling panels, request the homeowner accompany him for inspection of the floor, walls, and ceiling of each room in the structure. The technician is to measure the length and width of each defect, document on the floor plan and photograph with a digital date imprinted camera. Following completion of the exterior and interior inspections, a five (5) page questionnaire is to be completed by the technician, reviewed with the homeowner and signed by the homeowner and the technician.

On the average, a home will take approximately one (1) hour to complete. There are exceptions where there will be less photographs on mobile homes and more on two (2) and three (3) story dwellings.

These factors are taken into consideration in regard to the technician's job performance.

During the course of a normal work day, a technician, by himself is expected to complete a minimum of four (4) to six (6) homes of one (1) level. If two (2) technicians are on the same job, it is expected for them to complete between five (5) and eight (8) surveys of one (1) level structures. Again, this varies depending on damage to each structure and complexity of the structure itself.

TRAVEL TIME: The technician has the option of staying at the jobsite, with *Smith Adjusting, Inc.* paying for expenses including meals *Twenty-Five Dollars (\$25.00)* and motel. Should the employee elect to return home, he has the use of the company vehicle and fuel; however, he returns home on his own time and is not paid for the return travel time. All expenses incurred are to be posted on an Expense Sheet and turned in with receipts attached for reimbursement.

COMPANY VEHICLE: Upon return to the office, the employee is to deliver all completed surveys to the "in box" of the office personnel, place all digital cards and surveys in the compartment designated for drop box, check all supplies in the company vehicle, including surveys forms, pencils, etc. for the next work day. The company vehicle keys are to be placed in the inner office designated area, depart the office by personal vehicle.

The company vehicle is not to be utilized for any personal errands, use, or benefit.

COMPANY CREDIT CARDS (FUEL): Each company vehicle is supplied with fuel card(s) which are to be utilized for the sole purpose of fuel for the company vehicle. Credit card creditors have been notified that any improper use will result in termination of account. Employees are **not** authorized to charge items, without prior authorization from their immediate supervisor.

BENEFITS: Employee benefits provided by *Smith Adjusting, Inc.* are provided by Blue Cross and Blue Shield (BC/BS), including prescription drugs and medications, health insurance, vision, dental and life. *Smith Adjusting, Inc.* agrees to pay 50% of a single plan if you meet these eligibility conditions:

- you complete One Hundred Eighty (1800) days of employment, and
- you have worked at least 1,000 hours in that year or in any calendar year.

HOLIDAYS OBSERVED: *Smith Adjusting, Inc.* recognizes six national holidays per year. They are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

To be paid for calendar holidays you must work the scheduled work day before and the scheduled work day after you are scheduled to observe the holiday, unless the absence is authorized or excused. However, under no circumstances will holiday pay be provided for employees on any unpaid leave of absence.

VACATION: All full time employees are eligible for one (1) full week's pay after completing one (1) calendar year of service with *Smith Adjusting, Inc.* One (1) full week consists of five (5) working days.

PERSONAL DAYS: After completing **one (1) calendar year** of service from their date of employment with *Smith Adjusting, Inc.*, all full time employees are eligible for five (5) personal days to be utilized for sick days, doctor appointments with excuses, etc., which are to be approved by your immediate supervisor in advance. It is important to plan your time off **in advance** so that appropriate staffing can be maintained. Requests are considered based on staffing needs and guidelines. Days off may be approved in an emergency situation provided you give a **minimum four (4) hour notice**. Personal days will not to be rolled over from calendar year to calendar year nor will there be any compensation for these days.

BEREAVEMENT LEAVE: Full-time employees may be granted up to a leave of two (2) days previously scheduled pay for attending the funeral of an **employee's** immediate family member. Immediate family is defined as mother, father, step-mother, step-father, spouse, child, brother, or sister. A leave of one (1) day will be granted for a previously scheduled working day for the employee to attend the funeral of the employee's father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, or grandchild.

David A. Smith, President

Accepted and agreed to by:

Employee

Date: ____/____/____