

JOB DESCRIPTION

PUMP INSTALLER

JOB SUMMARY: The pump installer is responsible for his/her service work on installations of water pump systems. Their work shall be done with the highest quality and workmanship.

RESPONSIBLE TO: Pump Department Manager - send resume to Susan Hayes; shayes@farmsupplycompany.com

DUTIES ASSIGNED:

1. Responsible for making service calls:
 - a. Prioritize service calls over installations.
 - b. Work on rotation with the other installers to cover the 24 hours emergency service.
 - c. Perform the repair with the longevity of the repair as a priority.
2. Installation responsibilities:
 - a. Thorough understanding of the job to be performed with as much technical information laid out prior to beginning the job.
 - b. Work is to be completed in the most timely manner but never to jeopardize quality work.
 - c. Installations require but are not limited to skills in the following areas: Installing well pumps, booster pumps, storage tanks, pressure tanks, plumbing, electrical wiring, carpentry, concrete work, welding, trenching, etc.
3. Billing and accounting responsibilities for work:
 - a. Work orders are to be written up daily and turned in on the day the job is completed -- and in some cases as a job in progress on the last day of the month.
 - b. Timecards are to be kept in detail by customer.
 - c. All inventory items used are to be billed. In the case of a broken or damaged part put it down as a no charge.
 - d. Installers are to understand the billing and warranty procedures for their department.
 - e. Truck stocking needs are to be reported to their Manager on a daily basis.
4. Vehicle and machinery responsibility:
 - a. Daily inspection of vehicles and machinery to be used.
 - b. Scheduling routine maintenance of vehicle and machinery.
 - c. Safe use of all equipment and vehicles.
5. Training and supervising responsibilities:
 - a. Daily supervising of the pump helper assigned to assist for that day.
 - b. Ongoing training of permanent helper to develop their skills to be an installer when opening arises.
 - c. Reporting back the skill level of helpers to the Manager (as needed).
6. Other responsibilities:
 - a. Repair work in the shop.

- b. Other duties as assigned when service/installation business is slow.
- c. Active participation in company meetings.
- d. Avoiding outside activities that are in conflict with company responsibilities or are in competition with the pump department.

RELATIONSHIPS: Works closely with the pump department managers, other installers and pump helpers. Installers are spokespersons for the pump department when performing their jobs in the fields -- all customer contact must be friendly and courteous.

EQUIPMENT: Must drive a service truck loaded with a pulling rig, must operate hydraulic pulling equipment, operate a trencher, operate a generator, operate a forklift, use welders, grinders, pipe threaders, electric hand tools, manual hand tools, etc.

WORKING REQUIREMENTS: Work is performed in the field in all weather conditions as well as in the shop. Pump installers must be able to climb high structures, squeeze into small areas, squat, stand for long periods, bend and lift repeatedly during each day. Lifting of a minimum of 100#.

HAZARDS ASSOCIATED WITH YOUR JOB

HAZARD	SAFETY PROCEDURE
Lifting heavy objects	Lift properly -- use forklift
Limb pinching, cuts, and other injuries	Always use clamping and leverage tools properly and cautiously
Electric shock	Follow <i>Lock Out Tag Out Procedure</i>
Welding - burns and eye injury	Wear welding mask and gloves
Falling	Tether off to a secure object other than the one you are climbing on
Working with Hydraulic Pulling Rigs	Always check for overhead wires Use equipment within its rated capacity and for the job the equipment was designed