



POSITION DESCRIPTION

Position Title: Restoration Technician

Date: October, 2016

Position Summary

Paul Davis is a National property damage restoration service provider. We provide emergency and construction services to clients in the grips of property disasters/emergencies. Services are available for residential, commercial and institutional clients. This office manages and supports several offices within the Mid-Atlantic area aiding in the service and development of our staff and their clients.

The Restoration Technician position is a career in field services in the property damage restoration industry. The position is primarily responsible for responding to emergency, property damaging situations. The Technician is accountable for addressing the property and the customer with skill, knowledge, and professionalism. The Technician (working in a team) is accountable for preserving as much of the property as possible while working safely and efficiently on the job site. The Technician will be responsible for working without constant management supervision and will be expected to engage in continuous professional development. We expect all levels of the company to be the expert in their position.

Current Office Locations with Available Positions

Northern New Jersey Metro Area (Saddle Brook)

Essential Functions/Responsibilities

The following are responsibilities and requirements of the Technician. Our company has various levels of experience for the Technicians within our company. Achieving the skills or knowledge at various levels promotes professional growth within the company. The following is a list (but not limited to) requirements of an entry level Technician candidate.

1. Basic entry level requirements:

- Work safely in residential and commercial properties that have been damaged by fire, water, storm, etc.
- Survey damage within the property
 - Evaluate and record damage to all items within the property
- Cleaning process for both contents and structural damage
- Clear and professional communication with the customer and the management team
- Successfully complete required training courses as directed
- Represent the company well and within the limits of our culture
- Understand and live the Core Values
- 1 + year experience in the industry (highly preferred)
- Construction experience a plus
- Attention to detail
- Able to lift 60lbs
- Exceptional communication skill (oral and written)
- Technically adept with smart phone and tablet technology
- Ability to operate within hazardous environments with care and safety
- Must pass review of background and DMV review

Key Result Areas

- TBD by management

Additional Responsibilities

- Willing to respond to commercial emergencies
- Willing to respond to travel requirements
- Participate in On-Call rotation
- Enforce and promote the company culture and safety environments
- Other duties and activities as required

Compensation for 2016

- \$12 - \$20/hr (averaging 50+ hours/week) (paid Bi-weekly)
- Benefits as described in Handbook and available after 90 days
- Employee Agreement is a condition of employment