

Employer Name: LeafGuard Gutters, Inc.

Employer Corporate Address: PO Box 248, St. Joseph MN 56374

Phone Number: 320-363-7531

Job Title: Gutter Technician

Starting Rate of Pay: Install % commission, paid for performance. Hourly Pay during training period, after four weeks piece work commission is in place.

**Health and Dental Insurance Benefits: (Eligible 90 days from hire date)**

Health and Dental Insurance are offered after three months (90 days) of employment. LeafGuard covers 50% of insurance premium for employee only. You are able to add additional family members although will need to cover 100% of the premium cost. All health and dental insurance obligations of the employee will be deducted in payroll.

**Vacation and Holiday Pay: (Eligible after 1 year of employment)**

\*One week (40 hours) paid vacation after 1 year of service with company.

\*Observed Holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and, Christmas Day. Eight hour holiday pay after one year of service.

**Retirement Program: (Eligible after 1 year of employment)**

Edwards Jones Simple IRA plan is also available after one year of employment. LeafGuard company will contribute 2% to your Edward Jones Simple IRA plan. You may choose to have a certain dollar amount or percentage deducted from your paycheck to contribute to your retirement plan.

**Hours of Work:**

Seasonal work hours which are adjusted as per Supervisor. One half hour lunch period is mandatory per day. If work load allows and under Supervisors discretion possible Saturday's may be mandatory.

**Duties of this Position:**

- \*Able to drive company vehicles and trailers to job site, valid drivers license.
- \*Prepare vehicle, i.e. fuel, check oil...
- \*Follow established safety rules and regulations to maintain a safe work environment.
- \*Assist foreman in loading of material needed for job.
- \*Review job site map and paperwork to ensure you have all proper equipment and material for job.
- \*Assist foreman with removal and disposal of gutter.
- \*Install gutter and downspout according to contract.
- \*Full clean up including roller magnet at job site when work is complete.
- \*Refer customer concerns and questions to foreman on job.
- \*Be a team player and to give all your effort each and every day.
- \*Fill out timecards daily with proper information, i.e. time worked, job name, drive time.
- \*Job paperwork is to be filled out properly and turned in at the end of the day.
- \*Installer is responsible for having the proper tools each and every day, and replacement of broken tools to be purchased in a timely manner.
- \*\*Other miscellaneous duties as assigned.

**Experience Required:**

*Lift between 50-150 pounds*

*Be able to go on ladders and planks with ease.*



**Tools Required:**

Caulking Gun  
25' Tape Measure  
100' Tape Measure  
Torpedo Level  
Hammer  
Pry Bar  
Pliers  
Right and Left Tin Snips  
Cordless Drill (20V preferred)  
Tool Belt (double pouch & drill holster)