

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply GSI's attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required and assigned from time to time.**

The Physical Requirements Checklist that specifies the physical demands for this job is attached and is incorporated into this description.

Qualifications:

- A valid driver's license
- Strong organizational skills
- Fluent in Microsoft office products
- Fluent in reading mechanical blueprints
- Demonstrate an understanding of metal terminology
- Understanding or has a relationship with industry vendors
- Minimum of 2 years work experience in a related position
- Preferred requirements:
 - Schooling at 2 year technical or 4 year Bachelor of Science degree
 - AutoCAD proficiency

Machines/Tools/Equipment:

Computer, basic office equipment (copier, calculator, fax, telephone, etc.)

Working Conditions:

A mixture of a controlled office, shop and warehouse environments with varying year-round temperatures. Potential travel by vehicle; with work at construction job sites, during all stages, in all types of weather conditions.

Must be able to perform activities requiring use of arms and legs, including climbing ladders/scaffolding, lifting & handling materials, walking & balancing, stooping.

Must be able to speak & understand detailed information through oral communication and be able to see clearly and recognize small details.

Employee Signature

Date