

POSITION TITLE	POSITION TYPE	PAY STRUCTURE	STARTING RATE
Window Treatment Technician	Part Time 20-30 Hours Weekly	Hourly	\$18.00-\$22.00

**POSITION DESCRIPTION**

The Window Treatment Technician installs various motorized and non-motorized window treatments such as blinds, shades, shutters, panel tracks, and more. In addition to installation, this position requires technicians to troubleshoot and correct issues and provide preventive maintenance for clients. This position reports directly to the Window Treatment Project Manager.

This is an excellent position for a novice person who is interested in the fast-paced and ever-changing world of technology and automation. Some experience is required, and all training is provided. For this position, we are looking for the right person that will fit into our corporate values of dedication and customer service, not necessarily the most experienced.

**POSITION RESPONSIBILITIES**

- Installation of motorized and non-motorized window treatments
- Configuration of control systems for motorized installations
- Documentation of project progress and completion of work orders, change requests and material lists
- Daily interaction with clients, as well as team members
- Regularly attend team meetings to discuss upcoming projects and review completed projects
- Ensure work site cleanliness and safety compliance based on corporate and regulatory standards
- Training clients on use and care of provided window treatments
- Technical support and troubleshooting of installed window treatments
- Develop on-going client relationships in a professional manner

**QUALIFICATIONS**

- Strong work ethic and enthusiasm, as well as a strong pride of workmanship
- Attention to detail
- Organized and goal-oriented
- Must possess valid driver's license with clean drivers abstract
- Must have own vehicle
- Moderate to strong troubleshooting ability
- Microsoft Office skills preferred, including Word, Excel, Teams and other Microsoft Office applications
- Must possess strong written and verbal communication skills
- Must be able to be client-facing, with appropriate appearance and professionalism
- Ability to work independently or in a team-based environment
- Working knowledge of basic hand and power tools

**PHYSICAL WORK ENVIRONMENT**

- Must be able to stand, kneel and/or crouch for extended periods of time
- Must be able to work in high places, and lift up to 50 pounds
- Must be able to safely use ladders
- Typical work environments include residential, commercial, corporate, educational, hospitality, and healthcare

POSITION BENEFITS

- Opportunity to lead to full time based on experience and performance
- Competitive compensation, commensurate with qualifications and experience
- Opportunity for professional development in a fast-paced industry with aggressive and growing company
- Team oriented and positive work environment
- Team-building events and outings
- Paid training for work related skills, as well as health and safety
- Vehicle allowance
- Employee purchase plan
- Company attire provided
- Referral and incentive programs
- Biannual performance reviews

EQUAL OPPORTUNITY EMPLOYER

Durham Integrated Technologies Incorporated is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by federal, provincial and local laws and ordinances.

We adhere to these principles in all aspects of employment, including recruitment, hiring, training, compensation, promotion, benefits, social and recreational programs, and discipline.

WEBSITE

[www.durhamtechnologies.ca](http://www.durhamtechnologies.ca)

HUMAN RESOURCES

[hr@durhamtechnologies.ca](mailto:hr@durhamtechnologies.ca)

Send resumes to [careers@durhamtechnologies.ca](mailto:careers@durhamtechnologies.ca)

We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.