



## Installation Technician

**Reports to:** Management, Senior Foremen, Foremen, Lead Hand

**Critical Responsibilities:** Site Supervision, Site Safety & Environment, Quality Control, Duty Versatility / Support & Training, Accountability

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### 1.0 Site Supervision

1.1 Assist the Foreman/Lead Hands with the daily organisation of all site works to ensure they are performed in accordance with HighAngle Policy and Procedure (found in HighAngle's OH&S Safety Manual).

1.2 Ensure that the Foreman/Lead Hand is aware of the specific needs of the site in regards to resources and ensure prompt communication when those needs change.

1.3 Ensure that all statutory requirements (ATTOPS, municipal, site specific) are adhered to at all times.

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### 2.0 Site Safety & Environment

2.1 Possess a full understanding and working knowledge of HighAngle's OH&S Policies and Procedures, assisting the Foreman/Lead Hand to ensure all site personnel adhere to them at all times.

2.2 Wear the appropriate safety equipment all times.

2.3 Ensure that all work is performed in a safe and efficient manner, while maintaining HighAngle's high standards of quality.

2.4 Ensure that all work is done in a manner that is respectful of tenants, minimizing damage to buildings and inconvenience to the public.

2.5 Ensure work areas are kept clear of excess materials and debris

2.6 Tools and materials to be kept clear of tenant walls (i.e. don't lean a ladder up against the wall)

2.7 Report to Management any cause for concern that an employee is under the influence of drugs and/or alcohol during working hours. Refer to Alcohol and Substance Abuse Policy"

2.8 Notify the Foreman/Lead Hand of any unsafe or potentially hazardous situations that arise on site.

2.9 If any injuries, ensure proper WCB protocols are followed and first aid is given in a timely manner by the most qualified practitioner available.

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### **3.0 Quality Control**

3.1 Ensure that all work conforms to HighAngle's high level of quality and that all personnel adhere to these standards.

3.2 On an ongoing basis, monitor all work being performed against specifications to ensure the continuing quality and accuracy of work being performed.

3.3 Prior to the commencement of construction, gain a comprehensive understanding of the relevant project specifications and drawings.

3.4 Notify the Foreman/Lead Hand of any defects, mistakes, or errors identified.

3.5 Provide a clear line of communication with the Foreman, Lead Hand, fellow Installers and Sub-Contractors

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### **4.0 Duty Versatility Support/Training**

4.1 Be prepared to work in other roles and carry out other duties and responsibilities.

4.2 Be prepared to assist other company personnel as required.

4.3 Become actively involved in "on the job" training.

4.4 Participate in any training programs requested by HighAngle Management.

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### **5.0 Accountability**

5.1 Submit time sheets daily - complete time sheets correctly (i.e. Building addresses, number of hours worked (Regular time, Over time, Travel Time)

5.2 Submit daily materials used list to the Foreman/Lead Hand at the end of each work day.

5.3 Communicate with Foreman/Lead Hand to compile a list of materials needed to carry out the scheduled work for the next day/s.

5.4 Prior to leaving for site ensure that all materials required for the day's work are loaded in the truck, communicating with the Foreman/Lead Hand and fellow Installers to ensure nothing is forgotten.

5.5 Communicate low stock levels to Management and Warehouse Personnel when using shop materials to ensure that HighAngle projects can run smoothly and efficiently.

5.6 Treat HighAngle's tools and equipment with respect and communicate to Management and Warehouse Personnel about any issues with tools, trucks, or safety gear that require action.

5.7 Ensure that the trucks receive proper preventative maintenance measures (i.e. fluid level checks, oil changes, etc.), and report any mechanical issues with the truck to Management and Warehouse Personnel as soon as they arise.



5.8 Ensure HTG vehicles are kept in an organized manner. Clear of rubbish and restocked daily

HighAngle Technical Group Inc. is responsible for providing all of the labour, material, equipment, and services necessary for fiber installation. This is a responsibility and we strive to complete our projects with a high level of professionalism and quality.

We are a Safety, Quality, Environmentally, and Human Rights Conscious Company and as a result, it is the responsibility of every employee to fully understand and adhere to all of the Company's Policies and Procedures.