



Measure Technician

Job Title:	Measure Technician/Templater	FLSA Status:	Hourly/Non-Exempt
Department:		Reports To:	
Prepared By:	Human Resources	Prepared Date:	
Approved By:		Approved Date:	

Job Summary:

K.G. Stevens is the largest solid surface and granite/quartz fabricator in Wisconsin and due to our tremendous growth, we are looking for a Measure Technician to join our team! The Measure Technician will perform field measures and documentation to develop preliminary countertop specification drawings. These measurements are instrumental to the CAD Department successfully completing the design plans used to execute the fabrication and installation of our entire product line.

We are seeking a talented individual with an understanding of AutoCAD as well as a background in residential and commercial construction.

Daily Responsibilities:

- Arrive at appointments within agreed upon and scheduled window of time while always maintaining a professional attitude and appearance.
- Communicate with clients via phone at least 30 minutes prior to your anticipated arrival time.
- Answer questions and provide information to the customer as it relates to measuring and the installation process.
- Confirm any missing information (such as missing faucet specs, missing cooktop specs, etc.) regarding the job with the onsite customer/homeowner or project manager.
- Accurately read a tape measure as well as read and interpret installation drawings/blueprints.
- Complete work orders by making notations for all required measurements, polished edges, cutouts, radiuses in the tops and any other necessary specifications desired by the customer for the job.
- Evaluate project readiness for countertop installation and notify client/contractor of areas of concern that may otherwise impact a positive end result. Maintain a record of the comments shared in Moraware.
- Process all PhotoTop pictures and prepare DXF files necessary for stone/quartz/solid surface countertop fabrication within ONE day of measure.
- Enter all relevant job information into Moraware within ONE day of measure.
- Ensure successful fabrication and subsequent installation of the countertop by communicating any additional relevant information about the job to the salesperson, operations staff or production staff on a timely basis.
- Be detail orientated and aware of surroundings that may prevent countertop installation such as job site accessibility, obstacles within a room, cabinet related issues, etc... Make notes for colleagues in Moraware.
- Communicate with KG Stevens colleagues and respond to measuring/template inquiries in a timely fashion.
- Always maintain composure and provide excellent customer service while working in a demanding, fast paced environment.
- Answer basic technical questions pertaining to the design of counter tops.

- Practice safe work habits, be punctual, dependable and responsible.
- Accurately record and submit vehicle mileage.
- Maintain a neat and clean appearance wearing clothing appropriate for field work. Shirts will be provided by K.G. Stevens to be worn while at job sites.

The Ideal Candidate Would Have the Following:

- Previous work experience in drafting using AutoCAD
- Excellent math skills (geometry)
- Computer skills (AutoCAD & Microsoft Office)
- Must be able to read and comprehend architectural drawings
- Ability to adhere to a rigid daily schedule
- Ability to work extended hours as needed
- Ability to travel to jobsites within Wisconsin & Northern Illinois – No overnight travel required
- Must be able to work in a variety of environments including new construction, residential homes, commercial buildings and offices.
- Knowledge of kitchen and bath cabinet design/layout
- Solid understanding of drafting techniques and the countertop industry
- Understanding of the machining and manufacturing process is a plus
- Ability to measure accurately
- Strong attention to detail and ability to work independently in a timely manner towards the completion of each assigned job
- Enjoy problem solving in a fast paced environment
- Be comfortable with technology
- Be a team player who builds great working relationships
- Possess exceptional customer service skills
- Possess excellent verbal and written communication skills
- Ability to listen and calmly respond to questions and/or complaints from clients
- Must be able to pass a drug test
- **Valid and current driver's license with a reasonable driving history in the past 5 years is required**
- High School or Secondary Technical Education

Working Conditions:

While performing the duties of this job, the employee will be traveling via a company provided vehicle to new construction and remodeling projects in both residential and commercial settings. Appropriate safety equipment will be provided as needed.

Physical Requirements:

Ability to drive long distances daily with limited lifting requirements.

Why Join Our Team:

With the growth of our company, new and exciting projects are limitless and we are looking for someone with the skill set, creativity and customer service skills to continue helping us expand.

- We are offering a full-time, first shift position with competitive pay based on experience and qualifications, job stability, and opportunities for advancement.
- We have a comprehensive benefit package that includes;
 - Health Insurance with employer premium contributions after 30 days
 - Dental/Eye insurance after 30 days
 - Life Insurance after 30 days
 - Short Term Disability after 30 days
 - Paid Time Off
 - Holiday Pay
 - 401(k), with employer contribution after 90 days and signup on the first available fiscal quarter

We are proud to be an EEO/AA Employer

Employee Acknowledgment _____ Date: _____

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.