



## Position Descriptions for the Equipment Rental

### Industry

**Position Title:     Event Crew Tent Installer**  
**– Party & Events Industry**

**Position Tasks & Activities:**

- Pull and load tent & related equipment with warehouse support:
  1. Receive order or load list.
  2. Decipher load list and pull necessary equipment for job.
  3. Make necessary adjustments in load list and check load list against order.
  4. Check weather conditions prior to & during installation.
  5. Communicate with sales regarding any special notes.
  6. Perform quality control inspection.
  7. Check equipment off list as it is loaded and load equipment on truck in proper order.
  8. Secure load for safety.
  9. Load tools & operation equipment.
  10. Check final load.
- Assemble various tents per manufacturer, company, safety policy & procedures.
  1. Lay out drop cloth in area of tent to protect top.
  2. Coordinate with Tent Manager on layout.
  3. Layout all components per specification and CAD diagram.
  4. Install anchors uniformly.
  5. Secure tent with final tie off.
  6. Inspect tent for proper assembly.
- If applicable, install all other rented accessories per layout.
- Maintain tent job after installation and adjust per weather conditions.
- Inspect tent and accessories for damages before removing. Complete paperwork if necessary.
- Remove rented accessories.
- Remove tent per manufacturer, company, safety policy & procedures.
- Repair minor tears, etc. on-site or tag for repair.
- Load truck properly at rental site.
- Work with warehouse support to be sure truck is unloaded properly and that everything is returned to inventory.
- Clean tents per company policy and procedure.
- Report to tenting manager or crew chief completion of job and any necessary repairs.
- Report safety violations to supervisor.
- Greet and assist customers with loading and unloading of rental equipment.

- Fill in for other positions, when necessary, for smooth operation of the business.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Attend department, store and safety meetings.
- Perform other duties as requested.

**Nature of Work:**

Responsible for the timely installation, safe use of tents and related equipment. Will help customers and delivery personnel load and unload vehicles. The work is typically very physical and demanding, both from strength requirements and the stamina required. Will also help maintain inventory. Shipping and receiving functions, from light to heavy, are also performed. Assisting with janitorial responsibilities, both inside and outside the premises may also be involved.

**Working Conditions:**

Must stand for long periods of time. The work will be split between general warehouse conditions, in which some work areas may not be heated or air conditioned and conditions outside which vary from day to day. This job requires constant interaction with co-workers and with the public. This position requires frequent lifting and a significant degree of walking, bending and transporting objects of various weights and dimensions. May possibly have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents. Propane is an obvious hazard; hence a sense of smell is required.

**Education, Skills & Requirements:**

- A high school diploma or equivalent GED is preferred but not required.
- Must be able to lift approximately 70 lbs.
- Must maintain a professional personal appearance.
- Must possess customer relation skills.
- Must be able to use mathematics to solve problems.
- Must be able to pass company drug screen.
- **Must maintain an acceptable attendance record.**
- Must have a full range of motion and dexterity.
- Must be able to understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.

**Reports to:** Event Manager / Crew Chief

This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age.