



METROPOLITAN
Community College



HEARTLAND
WORKFORCE
SOLUTIONS

A proud partner of the AmericanJobCenter network

DOOR TECHNICIAN **JOB PREPARATION &** **HIRING EVENT**

WHEN

Mon. Feb. 5, 2018 - Fri. Feb. 16, 2018

You will need to complete ALL activities to participate in the hiring event.

WHERE

Metropolitan Community College

Fort Campus, CAET Building #24, 5300 N. 30th St., Omaha

*NOTE: Only the week long event is held at Metropolitan Community College, the NCRC is held where you sign up to take it.

WHO

We are looking for self-motivated individuals to work in a fast paced environment installing and repairing high quality residential and commercial garage doors with a general knowledge of hand and power-tools.

WHAT

National Career Readiness Certification

Certificate of Work Ethic Proficiency

Customer Service Skills Certification

Door Technician Certification

WHAT NEXT:

1. Register to take the National Career Readiness Certification Assessments. Go to: www.bit.ly/mccncrc to select your date, time & location. Must be taken before February 2, 2018.
2. Take the assessment at the location & time you selected.
3. Register for the Hiring Event at: www.bit.ly/mccgaragedoor

INTERESTED? CONTACT:

Alex Lovrien at: 531-622-2110 or Allovrien@Mccneb.edu

SCHEDULE

NOW– FEB. 2

Take the National Career Readiness Certification before Feb. 2, 2018. Go to: www.bit.ly/mccncrc

FEB. 5-FEB. 9

9:00 am-3:00 pm Daily

- Door Technician Overview
- Facility Tour
- Customer Service Certification
- Introduction to CareerReady 101
- Work Ethic Certification Training & Assessment
- Resume Workshop
- Mock Interviews

FEB. 12-15

9:00am—3:00pm Daily

- Door Technician Training (classroom & lab work)
- IDEA Assessment

FEB. 16

By Appointment Only

- Hiring Event



Door Technician

Up to \$14.00 /hour starting wage

Position Requirements

- Dependability & pride in one's own work.
- Pass physical, drug screening and background check.
- Possess valid drivers license and be insurable.
- Attend training without missing any time.
- Lift over but not limited to 80 pounds.
- Climb and perform job duties while standing on various ladders.
- Ability to work Saturdays as business requires.
- Ability to work and drive in all weather conditions.

Benefits may include:

- Medical, Dental and Vision Insurance
- Paid Vacations
- Merit Increases
- Career Advancement Opportunities
- Life Insurance & Accidental Death & Dismemberment
- Dependent life insurance
- Flexible & Dependent-Care Spending Accounts
- Employee Assistance Program (EAP)
- 401(k) Retirement Savings Plan
- Short-Term Disability
- Tuition Reimbursement

Essential Job Duties:

- Repair and/or replace wood door jams and bucks using hand tools and power tools.
- Carefully read and follow manufacturer's installation instructions for sectional doors and electric openers.
- Assemble and fasten tracks on door jams or bucks, using hand tools and power tools.
- Measure and prepare door sections for hardware placement and install using hand tools and impact tools.
- Install door sections using hand tools and power tools.
- Using a ladder, lift and install counter-balance systems above sectional doors using hand tools and power tools.
- Attach counter balance to bottom section and wind springs with hand tools.
- Adjust doors to open or close with the correct amount of effort or make simple adjustments as needed with hand tools.
- Install safety photo-eyes and electric door openers using power tools and hand tools.
- Diagnose malfunctioning doors and electric openers and repair or replace defective parts using hand tools, power tools and electronic instruments.
- Complete required paperwork according to service provided.

INTERESTED? CONTACT:

Alex Lovrien at: 531-622-2110 or Allovrien@Mccneb.edu