



LAKE GLASS & MIRROR, INC.
CLEAR QUALITY, TIMELESS SERVICE
SINCE 1983

COMMERCIAL SERVICE FABRICATOR & INSTALLATION ASSISTANT

Full Time

JOB DESCRIPTION

At Lake Glass & Mirror, Inc., our commitment to **Clear Quality and Timeless Service** guides every project we take on. We are seeking a dependable and hands-on individual to join our Residential Division as a Fabricator & Installation Assistant. This position plays a key role in supporting small commercial storefront repairs and service work. Working closely with the Commercial Service Technician, you'll split your time between assisting with field installations and performing storefront fabrication in the shop. This is an ideal role for someone who is mechanically inclined, takes pride in their craftsmanship, and thrives in both shop and job site settings.

RESPONSIBILITIES:

FABRICATION:

- Cut, drill, and assemble storefront aluminum framing components based on project specifications and technician instructions.
- Prepare, stage, and organize materials and tools for upcoming service projects.
- Maintain a clean, organized, and safe shop environment.
- Operate and maintain hand and power tools needed for all stages of fabrication.

FIELD INSTALLATION SUPPORT:

- Assist the Commercial Service Technician with on-site storefront repairs and service installations.
- Safely load, transport, and handle commercial glass products, including tempered, laminated, and insulated glass.
- Support setup, equipment handling, and installation tasks as needed.
- Help ensure installations meet quality expectations, safety standards, and project requirements.

TEAM COLLABORATION:

- Coordinate daily tasks with the Commercial Service Technician to support project flow and efficiency.
- Flexibly transition between shop-based work and job site assistance based on technician workload.
- Communicate professionally with team members, supervisors, and clients in the field.

SAFETY & COMPLIANCE:

- Follow all company safety policies, including consistent PPE use and adherence to proper procedures.
- Assist in maintaining compliance with project specifications and local building codes.
- Promote a culture of safety and quality in all shop and field activities.

Note: This job description is intended to convey essential information for understanding the scope of the position and is not exhaustive. Other duties and responsibilities may be assigned to meet the company and its clients' evolving needs.

REQUIRED SKILLS AND QUALIFICATIONS:

- Minimum 2 years of experience in storefront fabrication or commercial glazing.
- Proficient with hand and power tools, including saws, drills, grinders, and fabrication equipment.
- Strong understanding of shop drawings, material handling, and field installation support.
- Ability to lift up to 50 lbs. and perform physically demanding tasks in shop and site environments.
- Comfortable working in a non-climate-controlled environment and varied outdoor conditions.
- Dependable, detail-oriented, and safety-focused with a strong work ethic.
- Valid driver's license and reliable transportation required.
- Successful completion of a background check and drug screening.

BENEFITS:

- Full-time employment with competitive compensation based on experience.
- Paid time off and holiday pay.
- Health, dental, life, and supplemental insurance options.
- Retirement plan options.
- Opportunities for growth and advancement within the company.
- A dynamic and supportive work environment focused on excellence and teamwork.

EMPLOYEE SIGNATURE: _____ **DATE:**
____/____/____

SUPERVISOR SIGNATURE: _____ **DATE:**
____/____/____