

Job Title:	Installer – Apprentice	Position Type:	Full Time
Department/Group:	Installation	Exempt:	No
Location:	San Jose, CA	Wage Grade:	1 (\$31.00-\$36.00 per hour)
Home/On-Site/Hybrid:	Bay Area Jobsites	Travel Required:	Yes, local travel
HR Contact:	Sara Adams	Reports To:	Rob Adams

Applications Accepted By:

EMAIL:

HR@cwiteam.com

Subject Line: CWI Installer - Apprentice Application

3RD PARTY POSTINGS:

- ☐ LinkedIn ☐ Other:
☐ Indeed

Job Description

SUMMARY

Creative Window Interiors (CWI) is one of the largest, go-to contractors for commercial window coverings (blinds, shades, curtains, drapes) across the Bay Area. Our work can be seen in prominent tech companies like Google, Facebook, Apple, and LinkedIn, as well as local schools, universities, and countless other office buildings. We differentiate ourselves through our organizational agility and excellent customer experience. Under the general supervision of the Director of Field Operations and General Manager and in accordance with established safety standards, this position is responsible for ensuring all safety practices are adhered to as well as fleet management.

WHAT WE OFFER

CWI is a family-owned business that values integrity, service, and contribution. In line with these values, employees can expect the following:

- Smaller environment where employees are listened to, valued, and can contribute to decision making.
- Union wages & benefits- health & welfare, retirement, vacation. Carpenter's Local 405, Modular Installer's Assn., "Installer" classification.
- Competitive base compensation.
- Variable annual bonus up to \$1,000.00 (dependent on company performance).
- Tuition Assistance Program after 12 months of employment

ROLE AND RESPONSIBILITIES

To perform this job successfully, an individual must be willing to learn and perform each essential duty. Responsibilities listed below are representative of the knowledge, skill, and/or ability required to participate in the apprentice program. Reasonable accommodation may be made to enable individuals with physical disabilities to perform the essential functions.

- Learn to install shades, blinds, drapes & curtains in a variety of applications, from various manufacturers.
- Learn how to read plans & detail views.
- Learn how to safely use and maintain various handheld tools & power tools.
- Learn how to interact with other trades on job sites to maximize workflow and productivity.
- Gain experience in problem solving and conflict resolution skills.
- Learn to work under stressful conditions, short timelines, and occasional long hours.
- Load materials & tools in and out of trucks/ vans daily (including heavy loads up to 50lbs).
- Load materials & tools into the job site- which may include multiple flights of stairs.

- Clean up of job site throughout the day.
- Follow all CWI administrative policies & procedures relating to safety and the Code of Safe Practices.
- Communicate honestly with your Lead Installer and Field Supervisor.
- Report daily either to our shop (San Jose) or to a job site (within 50 miles of the shop).
- Represent CWI professionally at job sites through teamwork, on-time job start and end and professional behavior.
- Gain experience in evaluating tasks and plans for opportunities to create new processes, ideas, or products. Innovation is the ability to recognize a need for growth and identify a means to achieve that end.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and/or Experience

- 1-2 years' experience in residential or commercial construction preferred.

Skills and Abilities

- Able to work OT, and weekends as required. Regular work hours are 6:00 am- 2:30 pm, but often projects will require overtime during the day. Swing, night, and weekend work may be scheduled as needed.
- Safety Certifications, including First Aid/ CPR, Aerial Platform (scissor lift), Gradall/ Forklift, OSHA 10 are not required, but are a plus. Training/Certification provided as necessary.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment Demands

While performing the duties of this job, the employee works in a typical construction field jobsites where typical job site hazards exist. Noise level on jobsites is usually moderate, but occasionally high depending on other trade work.

Reviewed By:	Sara Adams	Date:	07/01/2025
Approved By:	Rob Adams	Date:	07/01/2025