



License #PC659007, MB673406, EA659286

JOB DESCRIPTION

HVAC INSTALLER

JOB PURPOSE

The HVAC Installer is responsible for installing mechanical systems from large to small projects

JOB SCOPE

The HVAC Installer is to report to the HVAC General Foreman and is responsible for the specific job he is assigned.

JOB RESPONSIBILITIES

- 100% Customer satisfaction – ability to talk to customers
- Organization
- Meet deadlines
- Communication
- Prepare order list
- Set goals daily
- Must maintain current driver's license and be insurable
- Perform work according to the Mechanical code
- Maintain licenses and continuing education
- Help train new employees and grow existing employees with labor saving ideas

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The HVAC Installer must have proficient knowledge in the following areas:

- Knowledge of HVAC equipment and tools
- Ability to maintain a schedule
- Ability to read blueprints
- Ability to adjust to various work loads
- Knowledge of day-to-day work environment

Skills

The HVAC Installer must demonstrate the following skills:

- Team building skills
- Problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Attention to details skills
- Organizational skills
- Stress management skills
- Time management skills
- Coordination with other trades
- Material handling (returns and orders)
- Complete project documentation
- Follow job site safety requirements

PERSONAL ATTRIBUTES

The HVAC Installer must demonstrate the following personal attributes:

- Honest and trustworthy
- Respectful
- Sound work ethics
- Work well with others
- Good interpersonal skills
- Flexibility

PHYSICAL DEMANDS

The HVAC Installer will experience working conditions that may include hot and cold days in the field. Lifting conditions may be up to 100 pounds.

MENTAL DEMANDS

There are several deadlines associated with this position which may cause significant amounts of stress.

PERFORMANCE REVIEWS

The HVAC Installer will be on probation for the first six months of work and after the probationary period they will be considered full time and be able to receive the benefits package. The HVAC Installer will receive a performance review yearly on their anniversary date and their success will be based on the following criteria:

- Ability to start, finish and manage projects without guidance
- Development of process and tools that streamline operations and cut cost
- Customer satisfaction

- Work ethic

COMPENSATION PACKAGE

Salary	\$
Status	Full Time
Employee health insurance	75% of employee plan
Simple IRA	Match up to 3% of Salary after 60 days
Tablet	Yes
Vehicle access	Yes, when appropriate
Cell phone	Yes, when appropriate
Schedule	4-day work week, 7 am – 4:30 pm or later
On Call	Yes, when appropriate
Vacation	10 days after 6 months
Holidays	8 paid holidays per calendar year

Additional Compensation:

- Tool bonus, \$500 allowance to update tools for the company, for your vehicle or job site
- Continuing education classes will be provided at Ron's Plumbing, HVAC and Electric's expense.
- Ron's Plumbing, HVAC and Electric will cover all expenses if you are to be traveling (Fuel, Room, vehicle and maintenance)
- Clothing allowance of \$300 per year for t-shirts, sweatshirts, jackets, hats, boots, gloves and safety apparel