

Job Description:

Installer Level 3

Job Title: Installer Level 3 or higher

Department: Install

Reports to: Installation Manager / Foreman

FLSA Status: Non-Exempt

Classification: Craft worker

Work Hours: 7:00am – 4:00pm with an hour lunch and overtime as needed.

Pay Scale: \$30-\$50

Primary Job Function: To install heating and air conditioning systems to company standards providing the customer with a high quality experience. Supervise the work of other installers maintaining high quality and timely job performance.

Required Qualifications:

- Must have all Level 1 and 2 qualifications in addition to the following:
- Level 3 tools
- Valid EPA Certification for Level 1 & Level 2
- Proficient in installing round and rectangular duct
- Able to measure ductwork and install all equipment accessories
- Basis understanding of more complex sheet metal fittings
- Can complete production homes unsupervised and on budget
- Can complete simple low voltage connections on furnaces, air handlers and air conditioners
- Must be able to communicate well with supervisors, builders and other trades
- Maintain builder and sub-contractors relations
- Ability to complete all necessary paperwork
- Able to complete and follow through on change orders
- Braze line sets
- Must possess universal refrigeration license
- Test line sets
- Able to supervise others

Desired Qualifications:

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Essential Functions and Responsibilities:

- Operate company vehicle daily
- Follow instructions from supervisor and carry out in timely manner.
- Supervise and be responsible for other installers
- Report problems with company tools or vehicle promptly.
- Work well with customers, co-workers and subcontractors
- Work staggered schedule if required
- Maintain professional relationship with builders
- Run and work a job from start to finish
- Maintain professional appearance and attitude at all times.
- Run a job without supervision
- Complete jobs within the labor budget
- Complete all necessary paperwork, job packets, change orders, time cards
- Train Level 2 Installers (includes planned training schedule)
- 12 hours of job related training annually
- Obtain journeyman warm air comp card
- Other duties as assigned

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Success Factors / Job Competencies:

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Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Working in tight spaces
- Ability to lift 100 lbs
- Ability to work comfortable from a ladder
- Need to be able to manipulate objects with fingers

Work Environment:

- Exposed to the outdoor environment and extreme temperatures at times.
- Occasional high levels of dust
- Working on-site at clients home

Performance Standards:

Certain key business indicators that will measure the effectiveness of this job description. These include the following:

- Timeliness of work
- Customer satisfaction
- Level of demonstrated desire to learn
- Level to which dress code is adhered
- Properly completed paperwork
- Level to which company procedures are adhered
- Number of on time arrivals
- Ability to follow direction
- Level to which safety policy is adhered