

Job Description:

Installer Level 3

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Job Title: HVAC Installer Level 3 - Journeyman

Pay Scale: \$20.00 - \$28.00 per hour

Work Hours: 7:00am – 5:30pm 4 days a week with a 30-minute lunch and overtime as needed.

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.

Reports to: Installation Manager/Foreman

Required Qualifications:

- Must have all Level 1 and 2 qualifications in addition to the following:
- Level 3 tools
- Proficient in installing round and rectangular duct
- Able to measure ductwork and install all equipment accessories
- Basic understanding of more complex sheet metal fittings
- Can complete production homes unsupervised and on budget
- Build basic sheet metal fittings
- Braze line sets
- 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
- DOT Certified Health Card
- Able to supervise others
- Must pass City of St. Cloud gas license test

Daily, Weekly, Monthly, Yearly Duties:

- 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 the basics to Level 1 & 2 Installers (includes planned training schedule)
- 12 hours of job related training annually
- Keep at least one level 1 or level 2 installer working efficiently
- Other duties as assigned

Performance Indicators:

Certain key business indicators that will measure the effectiveness of the Installer Level 3. 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 to
- Number of on time arrivals
- Ability to follow direction
- Level to which safety policy is adhered to

Level 3 Training Outline:

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- Learn job layout
- Understand basis ductwork installation... round and rectangular duct
- Basic understanding of more complex sheet metal fittings...able to measure transitions
- Able to install accessories
- Must be able to communicate well with homeowners and other trades
- Advanced low voltage wiring (heat pump, two stage a/c, zoning, thermostat programming and setup)
- Unassisted equipment removal Ability to complete all necessary paperwork
- Able to complete and follow through on job changes
- Braze refrigeration lines
- Ability to test line sets
- Able to supervise others
- Complete basic system change outs
- Install garage heaters
- Install mini-split systems