

# Job Description:

## Installer Level 4

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**Job Title:** HVAC Installer Level 4 - Foreman

**Pay Scale:** \$28.00 – \$40.00 per hour

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

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

**Reports to:** Installation Manager/ Lead Foreman on a jobsite

### Required Qualifications:

- Must have all Level 1, 2, and 3 qualifications in addition to the following:
- Level 4 tools
- Advanced understanding of layout, design, fabrication and installation
- Proficient at residential and light commercial installations
- Advanced Safety knowledge of tools, testing devices and surroundings.
- Fabrication knowledge of all sheet metal fittings
- Able to Test and Balance Systems
- Size and draw duct work correctly Start up and trouble shoot furnaces, air handlers, heat pumps and condensing units
- Good understanding of low voltage wiring, relays, transformers, wiring diagrams
- Excellent customer relations skills and an open mind to think outside of the box
- Enroll in extra training to further knowledge of the HVAC industry and management.
- Ability to train level 1,2, and 3 personal
- City of St Cloud Master B Heating Installers Certificate
- DOT Certified Health Card

### Daily, Weekly, Monthly, Yearly Duties:

- Operate company vehicle daily
- Follow instructions from supervisor and carry out in timely manner.
- Supervise and be responsible for several other level 1,2,3, ad 4 installers
- Report problems with company tools or vehicle promptly.
- Work well with customers, co-workers and subcontractors
- Work staggered schedule if required.
- Facilitate and work a job from start to finish
- Maintain professional relationship with builders 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 1,2, and 3 employees
- 16 hours of job related training annually
- Other duties as assigned
- Keep all installers busy and efficient on a jobsite.

### Performance Indicators:

Certain key business indicators that will measure the effectiveness of the Install Level 4. 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
- Cleanliness of jobsite
- 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
- Number of punch list items at the end of a job

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### Level 4 Training Outline:

- Advanced understanding of complex layout, design, fabrication and installation
- Proficient in installing round and rectangular duct for residential and commercial installations
- Advanced understanding of more complex sheet metal fittings
- Advanced Safety knowledge of tools, testing equipment and surroundings
- Ability to size and draw duct work correctly
- Enroll in extra training to further understand the HVAC industry and management.
- Able to supervise others
- Commercial installations
- Knowledge of Crane and rooftop safety
- Remove and install rooftop equipment
- Knowledge and proper installation of curb adaptors and rooftop units
- Must be able to communicate effectively with homeowners and other trades...ability to resolve minor customer issues