

# Job Description

## HVAC Installer

### Apprentice



**Job Title:** HVAC Installer - Apprentice

**Work Hours:** 7:00am to 4:00pm; some overtime may be required

**Primary Job Function:** Under direct supervision of Lead Installer, Apprentice will assist in the installation of heating, ventilation and air conditioning systems in multi and single family new construction or commercial renovation or new construction. Installations will be up to code and B And C rigid quality standards. Reports to assigned job site on time and ready to work.

**Reports to:** HVAC Supervisor/Lead Installer

#### Required Qualifications:

- Valid driver's license and clean MVR.
- Must be able to pass a background check.
- Must be drug-free and able to pass new-hire and random drug screenings.
- Demonstrate willingness to invest in tools used in the installation of HVAC equipment
- Demonstrate willingness to invest time training to advance position.
- Demonstrate commitment to developing customer service and communication skills
- Ability to follow written and verbal directions as given
- Ability to follow Safety Guidelines:
  - Safely work with heights and in tight working conditions from extension and step ladders and lifts.
  - Ability to operate power and hand tools safely.
  - Ability to use safe lifting procedures
  - Ability to use full range of body motion: climbing, balancing, stooping, kneeling, reaching, lifting, bending and twisting.

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

- Purchase required tools as listed for HVAC Installer
- Arrive at job site at scheduled time and location as dispatched
- Operate company vehicle as needed
- Follow instructions from Supervisor and Lead Installer and carry out in timely manner
- Report problems with company tools or vehicle promptly
- Maintain professional appearance and attitude at all times
- Must be supervised at all times
- Demonstrate mechanical aptitude
- Unload truck supplies and equipment
- Participate in quarterly inventory.
- Attend and participate in employee meetings, trainings.
- Develop customer service, communication and team-work skills with Contractor Representatives, Supervisors, Co-Workers and other Sub-Contractors on job sites.
- Other duties as assigned
- Skill Advancement (within 6 months of hire date):  
Learn and Demonstrate within budgeted labor hours to B And C quality standards (Perform tasks always with direct supervision at all times).
  - Hole Cutting Metal & Wood
  - Duct connection and installation
  - Nailing and framing outlets
  - Installation of duct and flex to code and B And C Quality Standards.
  - Install and properly vent bath fan

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#### Performance Indicators:

Certain key business indicators that will measure the effectiveness of the HVAC Installer – Apprentice. These include the following:

- Number of times projects are not installed on schedule
- Number of callbacks on workmanship
- Cleanliness and organization of work site and work vehicle.
- Accuracy of paperwork including time cards
- Number of times fittings are installed incorrectly
- Number of tool/equipment breaks due to lack of maintenance or proper use.

#### Working Conditions:

Varying work conditions exist with this position. Uncontrolled environments included with this position are: Job Sites in various phases of construction, Highways/Roadways used with Company Vehicles, Homes owned by Customers including various and intrinsic hazards, Exposure to Weather Conditions. Controlled Environment includes the B Anc C Shops/Offices/Warehouses which are maintained in a safe manner.

#### Acknowledgement:

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that this job description is not an employment contract, and that it may be changed at any time based on business needs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Company Representative

*B And C Plumbing And Heating, Inc. is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.*