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Re: Job Description of: HVAC Lead Installer / Junior Technician
03/14

FUNCTION: To provide skilled work in installation and straightforward repairs of heating, cooling, and ventilation equipment. You will answer to the GM.

DUTIES: Typical: Performs installation, repair, and preventative maintenance work. Lubricates moving parts, changes belts and filters of various sizes. Makes periodic boiler, chiller, package unit, split-system, mini-split, refrigeration, ventilation, air-conditioning, and heating checks / inspections. Keeps all customer's owned equipment, all personal tools, and all A&R provided tools and equipment in usable condition and in good working order. Assists in the upkeep and preventative maintenance of facilities. Performs simple repair work. Maintains heating and cooling units and assists in the replacement of old systems. Will be responsible for all installations of residential, commercial, or industrial split systems, ductless systems, package units, duct work, plenums, ERV's, flue pipes, concentric vent kits, gas piping, line sets, condensate lines or pumps, filter bases, electronic air cleaners, furnaces, air handlers, condensers, heat pumps. Systems or units can be in either a vertical or horizontal application or in an up flow or down flow application. All units and piping will be ran and installed in a professional manner which is plumb and level, all systems will be installed in such a way that they will be secured and air tight. All job sites will be kept and left in a cleaner then you found it fashion. Due to the rigorous physical demands of this job you must not only keep yourself safe but conduct buddy checks to make sure the entire crew is hydrated and safe.

It is your duty to train / teach, keep safe, instruct, and delegate to the installer(s) you are working with. The installers answer to you so you must set the tone for them. It is your duty to teach them in such a way you can promote to a technician.

Performs other related duties as required.

EDUCATION:

Required: High School Diploma

Preferred: Completion of vocational courses in addition to the above and posses a valid EPA refrigerant certificate.

EXPERIENCE:

Required: Two years of training directly relating to the work of A&R and or installations.

Preferred: Three years of the above experience.

WORKING CONDITIONS: Usual: Exposure to mechanical and electrical hazards as well as hot and cold weather conditions both inside and out. Requires a great deal of walking. Must be able to lift, carry, push, pull, and maneuver heavy objects. Must be able to lift a minimum of fifty (50) pounds individually and to lift and or transport objects in excess of two hundred (200) pounds with the assistance of other workers or appropriate handling equipment. Must be able to stoop, kneel, crouch, crawl, or maneuver as required to work in confined spaces such as ceiling areas, attics, electrical rooms, boiler rooms, etc. Must be able to climb and work on ladders or scaffolds as required to inspect or repair lines or equipment located in / on ceilings, roofs, and walls. May be required to stand on or in wet areas. Must be able to withstand odors and gasses such as those which typically occur when working around industrial areas. May be required to enter areas where the temperature is over one hundred (100) degrees F or below (32) degrees F. Must be able to work in protective clothing and breathing apparatus when required. Must be able to work in or

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around all forms of insulation and areas with little to no air movement. Must be able to be safety conscious during high heat loads, make sure proper hydration is done for the entire crew you are working with.

Periodic: Must be able to work overtime when work load requires.

SPECIAL QUALIFICATIONS: Working knowledge of safety rules and regulations. Good physical condition with ability to perform manual labor and some lifting. Knowledge of mechanical systems and equipment, to include those used for heating, air conditioning, and ventilation; electronic, pneumatic, and mechanical control components and systems; and associated electrical, plumbing, and structural systems. Technical skills in mechanical maintenance procedures and techniques, to include fabrication, installation, preventive maintenance, trouble shooting, breakdown, and repair; ability to perform minor carpentry work and repairs. Must be able to solder in a fashion that is safe and leak free. Must be able to understand or learn the recovery and evacuation of a system.

Must have and be familiar with personally owned hand tools.

And:

1. Possession of a valid Texas driver's license and safe driving record
2. Reliable work attendance with diligence of showing up to the jobsite or office on time
3. Zero Drug Usage and Zero Alcohol Abuse
4. Clean and neat appearance; correct wearing of a company provided uniform and name badge
5. Must be articulate, must have proper edict / diction when speaking and writing skills in customer service and colleagues
6. Accuracy and completion / completeness of ALL paperwork as directed by supervisors and office staff in regards to timeliness
7. Determination to do a complete job, a desire to provide service that provides the customer a real value for their dollars
8. Able to manage time against workload in order to stay on schedule
9. Ability to stay on task with minimum supervision
10. Alertness of attracting and retaining our clients, develop and maintain good working relationships with our customers
11. A desire to succeed and to learn about the HVAC/R career field above and beyond the minimum requirements
12. Cooperative personality type who:
 - a. Can deal with boredom and repetitious tasks
 - b. Can approach all customers with a professional, diplomatic attitude (even with disagreeable customers)
 - c. Can get along with ALL coworkers and supervisors
 - d. Is willing to show proper respect for the knowledge and accomplishments of any service technician and / or supervisor who provides training
 - e. Is willing to accept responsibility for their own actions, accept authority, and be directed from a superior
 - f. Be a leader and display leadership qualities

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- 13. A person who will represent A&R with integrity, honesty, and loyalty on and off the job sites
- 14. A person who will operate A&R vehicles and equipment with regards to safety and professionalism
- 15. Must be able to support if needed our 24 hour service team

General Manager

_____ Date _____

Employee

_____ Date _____