

Date: April 27, 2023

Job Title: New Construction HVAC Installer – Level 1

Work Hours: 7:00am to 3:30pm, with 1/2-hour lunch; some overtime may be required.

Primary Job Function: Under direct supervision of Lead Installer, Level 1 HVAC Installer will assist in the installation of heating, ventilation, and air conditioning systems in multi and single family new construction. Installations will be up to code and Air Mechanical Inc. rigid quality standards. Reports to assigned job site on time and ready to work.

Reports to: New Construction HVAC Supervisor/Lead Installer

Required Qualifications:

- Valid driver's license and clean MVR.
- 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
- 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:

- Arrive at the jobsite at the scheduled time and location as dispatched.
- Operate company vehicle as needed.
- Follow instructions from Supervisor and Lead Installer and carry out in a timely manner.
- Report problems with company tools or vehicle promptly
- Always maintain a professional appearance and attitude.
- Demonstrate mechanical aptitude.
- Unload truck supplies and equipment
- Attending and participating in employee meetings, training.
- 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 JM LLC quality standards.

- Hole Cutting Metal & Wood
- Duct connection and installation
- Nailing and framing outlets
- Installation of duct and flex to code and AMI Quality Standards.
- Install and properly vent bath fan.
- Installation of Gas Lines – NO HOOKUPS
- Prepare to pass into Level 2 by observing Lead Journeyman, studying, and enrolling in Gastite and EPA Class. Must become certified to pass Level 2.
- Gas Tree Construction
- Gas Fittings, Gas Tags

- Furnace Hookups
- Refrigerant Lines