

HVAC: Installer Sheet metal

Primary Accountability

Deliver & install heating and air conditioning equipment (including residential boilers systems) and duct systems for residential & light commercial applications. Replacement as well as new systems layout, fabrication & installation.

Essential Duties and Responsibilities

- Remove and/or replace boilers, furnaces and air conditioners and other related HVAC equipment. Replace piping, plenums, transitions, and ductwork as required by best practices.
- Measure & fabricate sheet metal fittings for furnace & A/C replacements.
- Maintain cube van stock, load equipment & deliver equipment & materials.
- Driving record, license must be in good standing & DOT physical every 2 years.
- Reclaim refrigerants, run refrigeration & condensate lines, perform rebate and system testing.
- Install accessories such as humidifiers, air cleaners and thermostats.
- Install ventilation systems, vents, combustion air intakes, bath & kitchen vents. Heat Recovery Ventilator [HRV] units & duct piping systems for all systems as required.
- Fabricate standard stocking items.
- Do prejobs for installing as directed.
- Do ductwork estimates, ductwork layouts, and ductwork install as directed.
- Assist with in-field quality control with installation manager as directed.
- Build special fittings for install jobs as needed.

Administrative & Other Activities:

- Turn in properly completed, installation work orders, change orders and time cards weekly & payments by customers.
- Report accidents injuries, damage to property etc. to your supervisor.
- Participate in training new employees, & other department needs for assistance.
- Participate in program for optimum stock of sheet metal and gas fitter materials (ie Bvent, pipe, elbows, aluminum, etc.) as requested.
- Administer shop stocking program as requested.
- Participate in establishing best practices in field as requested and monitor with installation manager.
- Assist in training sales force as necessary or as directed.
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Customer Focus -

- Condition & cleaning of uniforms at all times.
- Trucks stocked & cleaned.

- Handle refuse & recyclable materials properly.
- Interaction with customers :
- Introducing themselves to customers, shoe covers & runners.
- Review and understand authorized work per contract.
- Prepare and explain course of action to achieve customer's satisfaction and resolve concerns by all, before we begin our work

All Other Duties as Assigned –

Qualifications:

Essential
Qualifications/
Background/
Experience

- Experience in HVAC system repairs and/or replacements (can be variable)
- SHEETMETAL layout fabrication & installation skills
- EPA Certified or CFC certification
- Sheet metal competency cards or training program to achieve competency card as required by city.
- Power Limited Technician license as required by the State of Minnesota Board of Electricity.
- Excellent communication and customer service skills
- Valid Drivers License, no major driving violations over the past 5 years.

Reports to Installation Manager