

Job Title:	Duct Mechanic Apprentice	Job Category:	Craft – Hourly
Department/Group:	New Construction	Job Code/ Req#:	
Location:	Naples	Travel Required:	Yes
Level/Salary Range:	Hourly	Position Type:	Full Time

Job Description

Job Summary: This position will be responsible for assisting the Piper in building/fabricating HVAC Duct work with Rigid plenums and flexible trunk lines, all exhaust venting, copper lines and pvc drain lines.

Hours: Monday through Friday: 7:00am – 3:30pm with ½ hour lunch. Can include working weekends occasionally. Working extended hours during season are common from April through November.

Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities to this job at any time. The following tasks/responsibilities are typical of the position but are not all encompassing. Each person is expected to help out in whatever duties are required to deliver a quality product on schedule.

Tasks & Responsibilities:

1. Always use a Safety First (PAUSE) approach to all work.
2. Always use the proper safety clothing, tools and precautions before beginning any work assignments.
3. Provide a positive attitude at all times.
4. Arrive on time and ready to begin work every day.
5. Be fully dressed in a company approved uniform.
6. Anticipate the needs of your Lead and complete each job thoroughly, efficiently and without need for a callback.
7. Able to Perform well on field fabrication of all plenums, triangles and mixing boxes as well as offsets and transitions. Be able to perform Check List.
8. Possess all the required tools to perform the job.
9. Discuss all insulation options with your Lead before performing tasks.
10. Utilize the Internet based technical training offered by the company and complete HVAC classes for advancement.
11. Develop diagnostic skills as well as apply technical skills needed to advance to a Lead Duct Mechanic.
12. Own or work towards owning all of the necessary hand tools for typical air conditioning systems and components in Production Housing.
13. Complete all paperwork and Production Housing related forms accurately (attention to detail).
14. Measure and cut flexible and hard duct, venting and copper lines using tape measures, copper cutters, pvc cutters, wire cutters, snips and knives.
15. Fit flexible and hard duct, venting and copper lines and shape materials and protective coverings as required.
16. Determine the amounts and types of flexible and hard duct, venting and copper lines needed, and methods of installation, based on factors such as location, code, surface shape, and equipment use.
17. Install flexible and hard duct, venting and copper lines with mastic tape to protect them from weather conditions or physical damage.
18. Ability to read blueprints and specifications to determine job requirements.
19. Cover, seal, or finish flexible and hard duct, venting and copper lines with plastic covers, canvas strips, sealants, tape, cement, or mastic tape.
20. Seal off flexible and hard duct, venting and copper lines following safety procedures.

Relationship to Others

The Duct Mechanic Apprentice reports directly to the Piper and may work closely with other support staff. **Optimally, over time the Duct Mechanic Apprentice will have increased opportunity and assume increased responsibility for meeting department's needs and expectations as well as work toward Duct Mechanic.** It is therefore necessary that the Apprentice maintain a satisfactory client relationship, relating to vendors, clients and fellow team members in a mature, thoughtful, professional and pleasant manner. Minimally, the Duct Mechanic Apprentice must display a demeanor that exhibits our Mission Statement and Core Values, as well as show empathy, patience, understanding and a genuine interest in others. The Duct Mechanic Apprentice performs a lead role in promoting interdepartmental communications and cooperation.

Required Knowledge / Skills / Job Qualifications:

1. Mechanical - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
2. Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
3. Good communication skills both verbal and written are vital.
4. Effective and efficient time-management and organizational skills.
5. Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations.
6. Installation - Installing equipment, machines, wiring, or programs to meet specifications.
7. Troubleshooting - Determining causes of installation errors and deciding what to do about it.
8. Repairing - Repairing flexible and hard duct, venting and copper lines using the needed tools.
9. Near Vision - The ability to see details at close range (within a few feet of the observer). Natural or corrected vision to see and focus for close, distance, peripheral vision with normal depth perception.
10. Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
11. Finger Dexterity - The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
12. Perceptual Speed - The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
13. **Dependability**—the individual is consistently at work and on time, follows instructions, responds to their Leads and management directions and solicits feedback to improve performance.

Working Conditions & Physical Demands:

1. Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Ability to stand, walk and climb ladders or attic stairs and to maneuver in attics and homes to access HVAC equipment. Ability to continually climb, balance, stoop, kneel, crouch and / or crawl.
2. May require outside work in cold, hot or wet weather; may require work in awkward or cramped positions and sometimes required to work in high places.
3. Will require mobility throughout all facilities including stairs, and confined spaces.
4. Will be required to reach areas not easily accessible by means of climbing, stooping, and bending.
5. Will require heavy work (lifting greater than 25 pounds). Ability to carry 50 lbs for 100 feet unassisted
6. Will require proper coordination, and motor skills to work with power/hand tools as needed.
7. Ability to work additional time when necessary.

Education and Formal Training:

- Must possess a valid driver's license
- High School Diploma or GED Required
- Technical school graduate preferred

Employee responsible for the following tooling :

TECHNICIAN PROVIDED TOOLS:

Complete set of hand tools: Hammer, snips, duct knife, tape measure, and cordless Sawzall and hammer drill or impact drill. Copper tubing cutters small and up to 1 1/8", PVC cutter, Tool belt or tool box.

Company issued tooling :

All Ladders, All safety and PPE equipment.

Affirmative Action / Equal Opportunity Employer -- M/F/D/V -- DRUG FREE WORKPLACE

Name		Date:	
Signature		Mgt. Signature	

Approved HR 4-7-15