

<b>Job Title:</b>	Lead Installer	<b>Job Category:</b>	Craft – Piecework
<b>Department/Group:</b>	Replacements	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Sarasota	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time

## Job Description

**JOB SUMMARY:** Reporting directly to the Sarasota General Manger (GM). This position is responsible for installing entire residential HVAC system, zoning systems and other related installations within a Quality Control (QC) manner. Responsible for installing various components of entire new system (electronic control systems, pipe fitting, welding/brazing and mechanical layouts, duct work). This position will assist their GM in improving CAC’s installations processes, procedures that will result in improved efficiencies pertaining to operations while minimizing costs pertaining to warranties, safety, etc. This position is responsible to verify field operations are being done correctly, efficiently, consistently and safely. Assists in setting-up and maintaining vehicle organization, spot-checks and year-end inventories.

**Leadership Role** – The Lead Installer independently performs most assignments with minimal instructions but may still require general technical guidance on more complex routine tasks, unusual or complex problems, or acclimation to local conditions. This position is expected to help mentor/coach less experienced field staff in order to help them develop their technical skills regarding documentation, hvac installation knowledge, processes, procedures and understanding the high level of customer service and safety in the field.

### **Supervision:**

The Lead Installer performs assignments with minimal instructions from their GM as to general results expected. The individual will still require general technical guidance on more complex routine tasks, unusual or complex problems.

**HOURS:** Monday – Friday, 7:00 am-3:30 pm, with ½ hour lunch. Can include working weekends to complete jobs.

Extended hours during summer season is common. Includes working extended hours and weekends to complete jobs.

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. Arrive on time and ready to begin work everyday.
2. Have a “can do” attitude to learn Quality Control (QC) installation processes, procedures and anticipate the needs of your Supervisor.
3. Always use Safety First (PAUSE) approach to all work performed.
4. Removing older HVAC systems and replace with newer HVAC systems.
5. Remove and install new ductwork and duct systems.
6. Leading and training an Assistant Installer to understand Quality Control tasks that doesn’t require a call-back.
7. Always use the proper safety clothing, tools and precautions before beginning any work assignments.
8. Must listen and take direction at all times from GM in order to install QC tasks with HVAC products, on time and on budget.
9. Lead is ultimately responsible for QC install and safety on the job.
10. Lead is ultimately responsible in maintaining a clean and properly stocked installation truck at all times (Review job packet for materials with Supervisor prior to leaving office each morning).
11. Participate in morning meeting with GM to review job order, supplies and highlight QC measures/tasks and safety issues.
12. Participate in all company and installation training meetings.

13. Utilize the Internet based technical training offered by the company, (Dave.net).
14. Develop QC diagnostic skills as well as apply QC techniques through various tasks assignments.
15. Own or work towards owning all of the necessary hand tools for Lead of all air conditioning systems and components.
16. Complete all paperwork (work order, timesheet, PTO Requests) timely, accurately, and legibly (attention to detail).
17. Other duties as assigned.

### **Relationship to Others:**

The Lead Installer reports directly to the GM and may work closely with other management team members and with internal support staff. Optimally, over time the Lead Installer will have opportunity and assume increased responsibility for meeting department's needs. It is therefore necessary that the Replacement Lead Installer maintain a satisfactory client relationship, relating to vendors, clients and fellow team members in a mature, thoughtful, professional and pleasant manner. Minimally, the Lead Installer 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 Replacement Lead Installer will perform a lead role in understanding expectations in promoting cooperation.

### **REQUIRED SKILLS/QUALIFICATIONS:**

1. Basic knowledge of standard code requirements of air conditioning systems.
2. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
3. Mechanical - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
4. Customer and Personal Service - Knowledge of principles and processes for providing good customer services.
5. Good communication skills both verbal and written.
6. Effective and efficient time-management and organizational skills.
7. Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote safety.
8. Installation - Installing equipment, machines, wiring, or programs to meet specifications.
9. Operation Monitoring - Watching gauges, dials, or other indicators to make sure a machine is working properly.
10. 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.
11. 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.
12. 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.
13. 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.

### **Working Conditions & Physical Demands:**

1. May require outside work in cold or hot weather; will require work in awkward or cramped positions and sometimes required to work in high places.
2. Will require mobility throughout all facilities including stairs, and confined spaces.
3. Will be required to reach areas not easily accessible by means of climbing, stooping, and bending.
4. Will require heavy work (lifting greater than 25 pounds).
5. Will require proper coordination, and motor skills to work with power/hand tools as needed.
6. 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, stoops, kneel, crouch and/or crawl.
7. Will require proper coordination, and motor skills to work with power/hand tools as needed.
  8. Ability to work overtime when necessary.

**Education, Formal Training & Experience:**

- High School Diploma or GED Required
- EPA Certified \
- Posses a valid driver’s license
- Prefer at least 1 year hvac work experience

**Employee responsible for the following tooling :**

Volt-ohm meter with amp probe, Digital thermometer, sling psychomotor, Flash light, Superheat Sub cool Meter, Complete set of hand tools: nut drivers, screw drivers, wrenches, wire snips, 10" pliers, 10" adj. wrench, etc., Tape measure, One each refrigerant manifold set for R-22 and R-410A, Shut-off valves for gauge sets, Schrader core remover tools, Copper tubing cutters small and up to 1 1/8", Inspection mirrors, PVC cutter, Tool totes or tool box, Caulking gun and Grease gun, Electric and cordless drill, 25' drop light, Duct knife, 50' rope, Levels-pocket to 4', Hammers, Freon scale, Sheet metal snips, Drill bits, adapters and bit holders, Allen key set metric and standard, Fin comb tool and Refrigerant cap keys for R22,R410,minisplits.

**Company issued tooling :**

All Ladders, All safety and PPE equipment, MSDS book, GPS, Chains, Locks, jumper cables, 5-Gallon wet dry vacuum, Pump Sprayers, 50' Water Hose, Spray nozzle for hose, 50' Extension cord, Torch set with spare tank, Isolation gauges (3ea), Compressor tote, Hand truck, H 10 Leak Detector, Micron gage, Manometer, Vacuum pump, Nitrogen regulator with spare tank, Company Vehicle and Phone.

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

Name		Date:	
Signature		Mgt Signature	

Approved HR 2-1-16