

**Job Title: Installation Crew Member**

**Job Description Summary:**

- The primary function of the Installation Crew Member is to perform the duties and functions required for a system installation or change out, as directed by the Installation Crew Leader.

**Reporting Relationship:**

- The Installation Crew Member reports directly to the Installation Crew Leader.

**Qualification Requirements:**

- Education:
  - High school degree or GED or equivalent experience.
- Licensing/Registration/Certification:
  - EPA certified in handling Class 2 refrigerants is a must. Universal is a plus.
- Experience:
  - None

**Required Skills, Knowledge and/or Abilities:**

- This is a starting position that requires no previous experience however; it is desirable for the incumbent to have prior experience in performing electrical, plumbing and/or mechanical work.
- Must be willing and able to work in extreme temperatures and restricted spaces.
- Must be able to lift heavy equipment (approximately 100 pounds).

**Primary Responsibilities and Duties:**

- Prior to leaving the office the install crew must make sure the trailer has been stocked with the equipment and materials listed on the "pull" list.
- The crew leader assigns installers a specific task. Each installer is expected to be able to perform all tasks. Typical tasks are:

- Removal of any old systems, which will be replaced by the new installation.
- Preparation & installation of new or replacement heating or cooling units and related equipment.
- Installation of support equipment, which may involve; electrical wiring, running trunk lines, setting a slab for the outside unit, installing supply or return lines & ducts, installing gas lines and etc.
- Assist in the performance checkout of the unit.
- Clean up the work site.
- Unload and restock trailer for next job.
- Perform other duties as assigned by management.

**Management Expectations:**

- Must provide and maintain their own hand tools. Management will provide a list of required basic hand tools.
- Must report to work at designated start time and not be off an excessive number of days.
- Must maintain a cooperative working relationship with management, employees and customers.
- Must not use company or personal phones during working hours for personal use. Occasional non-avoidable calls are acceptable.
- Must seek guidance and direction as necessary.
- Must make best use of time during the work period.
- Must be able to perform assigned duties with minimal supervision.
- Must maintain work area (including trucks and/or trailers) in a neat manner.
- Must maintain an appearance that reflects favorably on the company.
- Must be willing to work extra hours as needed.

Approved by:

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Company President

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Date