



Job Title: Journeyman Installer

Work Hours: 7:30 – 4:30, Monday through Friday, some overtime

Primary Job Function: Responsible for installing HVAC equipment, duct and fittings and to complete on or below the budgeted labor hours, as outlined by Installation Manager. Maintain required levels of truck stock items. Advises Installation Manager at such time as the assigned project begins to fall behind the labor budget. Works with Installation Manager, General Manager and Home Solutions Advisor team on ideas for reducing the cost of installation. Reports to site ready to work by 8:00 so projects are not held up.

Reports To: Installation Manager

Daily Duties:

1. At station ready to work at 7:30am
2. Review project daily with lead or Installation Manager, request tools, materials, or equipment needed for the next day by 2:00pm.
3. Complete paper work daily, recording all hours and materials used on each job, turn into Installation Manager.
4. Complete quality project on or below budgeted labor hours, to company installation standards.
5. Inform Installation Manager by 9:00 or 3:00 of any stocking items, or fabrication needed for the project
6. Assist Warehouse Person or Fabricator if directed with stocking, pulling jobs, deliveries, or fabrication.
7. Keep entire work area neat and organized and free of scrap and debris
8. Other duties as assigned.

Performance Indicators: Certain key business indicators that will measure the effectiveness of the Journeyman Installer. These include the following:

1. Number of times projects are not installed on schedule
2. Efficiency in producing shop items, by providing accurate drawings and dimensions.
3. Accuracy of paper work, install hours & materials charged to projects and turned in timely.
4. Number of times Installation Manager was not advised that the project was behind schedule
5. Number of warranty callbacks on workmanship that are processed for the Installer each month.
6. Number of times fittings are built, or installed incorrectly.
7. Cleanliness and organization of the project and van.
8. Equipment, tool, or vehicle breaks due to lack of proper maintenance or neglect
9. Number of times a project fails inspection or quality check.
10. *Apprentices are to be evaluated and to perform at a skill level equivalent to their ability and training provided.