



INSTALLER

Position Title: Installer

Reports to: Sales & Service Manager

JOB DUTIES/RESPONSIBILITIES

1. **Project Leadership:**

- Lead and manage HVAC installation projects, ensuring timely completion and adherence to quality standards.
- Plan and organize job sites, ensuring all necessary materials, tools, and equipment are available and ready for use.

2. **System Installation:**

- Perform and oversee the installation of HVAC systems, including ductwork, piping, and equipment placement.
- Ensure that all installations are completed according to manufacturer specifications, industry standards, and local building codes.

3. **Team Supervision:**

- Supervise a team of installers and apprentices, providing guidance, support, and training to ensure high-quality work.
- Delegate tasks effectively, ensuring that all aspects of the installation are covered and completed on schedule.

4. **Customer Interaction:**

- Communicate with customers throughout the installation process, explaining procedures, answering questions, and addressing any concerns.
- Ensure that customers are fully satisfied with the installation and that all their needs are met.

5. **Quality Control:**

- Conduct thorough inspections of all installation work to ensure it meets the company's quality standards.
- Identify and correct any issues or defects in the installation before finalizing the project.

6. **Documentation and Reporting:**

- Accurately document all installation activities, including materials used, time spent, and any challenges encountered.
- Complete and submit installation reports to the Installation Manager or office staff upon completion of each project.



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7. **Safety and Compliance:**

- Ensure that all safety protocols and guidelines are strictly followed on all job sites.
- Conduct pre-work safety inspections and enforce compliance with industry regulations and company policies.

8. **Training and Mentorship:**

- Provide on-the-job training and mentorship to apprentices and junior installers, helping them develop their skills and knowledge.
- Foster a collaborative team environment that encourages learning and growth.

9. **Inventory and Equipment Management:**

- Maintain an organized inventory of installation tools, equipment, and materials, ensuring that everything is in good working order.
- Order necessary materials and supplies in a timely manner to avoid delays in installation projects.

10. **Problem Solving and Troubleshooting:**

- Address any issues or challenges that arise during installation, finding effective solutions to keep the project on track.
- Work with other departments, such as sales or maintenance, to resolve any customer or project-related issues.

11. **Post-Installation Follow-Up:**

- Conduct post-installation checks and tests to ensure the system is operating correctly and efficiently.
- Provide customers with a detailed overview of their new system and ensure they are comfortable with its operation.