

Job Description: Commercial Project Apprentice Level #1

Job Title: Commercial HVAC Apprentice

Pay Scale: \$14-16 .00hour
After 40 hours, over-time compensated at 1.5 standard hourly wage

Work Hours: Flexible Per Project
5 8 hour days 7:30 a.m. to 4:00 p.m. with lunch, breaks required by law
4 10 hour days 7:30 a.m. to 6:00 p.m. with lunch, breaks required by law
Overtime as needed including occasional Saturday, Sunday, Holiday work as projects demand

Job Classification: Safety Sensitive

Primary Job Function: To provide assistance on a variety of commercial HVAC new construction and retrofits under the direction of Job Project Supervisor and Commercial Projects Manager, adhering to workmanship standards and company policy, and adhering to all Safety standards and local codes. Commercial Project Apprentice Level 1 is an entry level apprentice position in which the employee is expected to demonstrate ability to work effectively with team members, demonstrate mechanical ability required for success in the HVAC trade, to demonstrate positive attitude, and to develop a strong work ethic. Successful Level 1 Commercial Apprentices will demonstrate commitment to invest in themselves through in-house training, in-field training, and professional development classes.

Reports to: EnviroControl Systems Job Supervisor (Journeyman), directly, and EnviroControl Systems Commercial Projects Manager, indirectly:

Required Qualifications:

- Valid driver's license, insurable by EnviroControl Systems' insurance carrier
- Reports day one with required tools: tape measure, straight claw hammer, razor knife, screwdriver set, tool box/bucket/bag; steel-toed work boots
- Qualified for work in the United States with necessary I-9 documentation
- Passes EnviroControl Systems' DFW mandatory drug screen and background check
- Demonstrates ability to communicate effectively with EnviroControl Systems' team members in both spoken and written language
- Demonstrates aptitude to position based on Job Profile Assessment, where applicable
- Able to read and use a tape measure correctly.

Essential Job Functions: able to climb ladders and work for extended time periods from a ladder without accommodation; able to work from lifts and scaffolding for extended periods of

time without accommodation; able to lift and carry at least 100 pounds without accommodation; able to work during periods of seasonable heat/cold per project demand (Dayton average: days below 40 degrees/61 per years; days above 80 degrees/103 per year; able to reach above the head and support weight of 75 pounds for extended period per task demand; work in restricted spaces; occasion high level of dust; need to manipulate objects with fingers

Nothing in this Statement of Essential Job Functions restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that be assigned

Daily, Weekly, Monthly Duties

- Maintains jobsite clean-up and housekeeping
- Loads/unloads materials and tools from vehicles and store as directed on jobsite
- Insulates ductwork properly as directed by Project Manager
- Learns tools by name and brings them to Technician as requested
- Maintains strong daily attendance; arrives on time; works full-project day; works
- Follows all OSHA, EPA, local codes, and EnviroControl Systems, Inc. safety procedures
- Demonstrates increasing ability to work at job pace required to bring project in on time, and on budget
- Demonstrates understanding of the seasonality and demands of the construction trade by willingly working over-time, Saturday/Sunday/holiday if project demands
- Turn in all paper work, time sheets, and job-related records on-time, properly completed and legible
- Unload/stock supplies and equipment, from truck and stationery positions
- Cut and drill holes
- Work above the head and on the ground insulating duct
- Demonstrates ability to build platforms, correctly erect scaffolding
- Correctly drive, and work safely from scissor lift
- Work above the head and on the ground sealing duct

Performance Indicators:

- On-site attendance at 99% of all assigned hours; on-time arrival at 95%
- Legible and complete paperwork at 99% as reported by EnviroControl Systems' Accounting, Project Journeyman
- Observations both verbal and in writing of Journeyman supervising apprentice
- Completes assigned tasks in no more than 2 times standard time allowed by workmanship standards, job project bid estimation sheet, and ECS Flat Rate Pricing schedule
- Demonstrates safe use of ladders
- Dresses in work man like manner including required personal protective equipment

- Attends ECS sponsored training at 70%
- Demonstrates ability to follow direction
- Completes EPA Universal Certification
- Enroll in ECS/ABC Apprenticeship program and attend at 95%.
- Obtain and maintain all personal tools per ECS tool acquisition schedule
- Demonstrates daily safe use of tools, and awareness of job site safety

Tool Requirements

- Flash Light
- Straight Claw Hammer
- Dikes
- 5 in 1 Screwdriver
- Torpedo Level
- Tape Measure
- Right and Left Snips
- Bulldog Snips
- Flat Screwdriver
- Razor Knife
- Tongs
- Cordless 18 volt impact driver& drill
- 2 18 volt batteries and charger
- ¼, 5/16, 3/8 drill chucks

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. EnviroControl Systems, Inc. employment levels are subject to change at any time at the discretion of ECS management. The employment level guidelines are not a contract of employment and does not create any express or implied promises or guarantee any fixed terms. The levels do not alter the "employment at will" relationship as defined under Ohio law. Employment at will means that either employee or Company may terminate the employment relationship for any reason at any time, with or without notice.