

Job Description: Installer Apprentice Level 2

Job Title:	Installer Apprentice Level 2
Department:	Commercial Install
Reports to:	Project Manager/ Field Superintendent.
Classification:	General Labor 75% Craft Skill 25%
Work Hours:	7:30am – 5:30pm 1/2 lunch and over time as designated at 1.5 hourly rate when required per project demand on Saturday/Sunday/holiday
Pay Scale:	\$16-\$17.00per hour Lifestyle pays 65% of employee health premium at 90 days 401K with company match, enrolled Day 1 Company provides dental/vision insurance, long term/short term disability, life insurance Tool account assistance Apprenticeship scholarship per student in-class performance Vacation accrues beginning Day 1 Six paid holidays at 90 days Personal development plan and training
Primary Job Function:	To provide assistance on a variety of commercial HVAC new construction and retrofits under the direction of the Job Project Supervisor and Commercial Projects Manager, adhering to workmanship standards and company policy, and adhering to all safety standards. Commercial Project Helper #2 is the apprentice level at which the employee should have mastered all skills required of the Level #1 apprentice and begins to work with minimal supervision. Level #2 apprentices are expected to demonstrate ability work effectively with team members, demonstrate mechanical ability required for success in the HVAC trade, to demonstrate a positive attitude, and to develop a strong work ethic. Successful Level #2 Commercial Apprentices demonstrate commitment to invest in themselves through inhouse training, and in-field training, and in professional development classes. Level #2 apprentices will work with Commercial Project Manager, and General Manager, to develop a personal development plan which allows the apprentice to advance to Level#3 Apprentice in 9-12 months.

Job Classification: **Safety Sensitive**

Required Qualifications:

- Must have all Installer Level 1 qualifications in addition to the following
- Level 2 tool list
- Follow more extensive directions
- Basic Safety knowledge of tools, testing devices and surroundings.
- Complete installation of branch runs
- Basic knowledge and ability to run main trunk lines
- Attend Company Sponsored Apprenticeship 2nd Year Training.
- Able to install and terminate exhaust fans
- Able to run low voltage wiring
- Able to seal duct work
- Locate supply and return runs per layout on plans
- Work well with other sub-contractors and co-workers
- Cut & drill holes
- Fill out paperwork in a neat, accurate, complete manner
- Installation & Insulation of duct work

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- Follow all guidelines for job staging
- Needs to be supervised at all times

Desired Qualifications:

- Valid Ohio driver license, insurable by EnviroControl Systems' insurance carrier and operate company vehicle as needed.
- Follow instructions from supervisor and carry out in timely manner.
- Report problems with company tools or vehicle promptly.
- Work well with customers, co-workers and subcontractors
- Clean truck and jobsite
- Communicates effectively with ECS team members in both spoken and written language
- Read tape measure accurately
- Works safely and comfortably from ladders, scaffolds, scissor lifts
- Meets all Level 2 tool requirement
- Demonstrates basic safety knowledge of tools, testing devices, and jobsite conditions
- Correctly completes installation of branch runs
- Demonstrates basic knowledge and ability to run main trunk lines
- Correctly installs and terminates exhaust fans
- Correctly run low voltage wiring
- Ability to work staggered schedule if required
- Maintain professional appearance and attitude at all times.
- 8 hours of job related training annually
- EPA certification training
- Qualified to work in the US per 1-9 documentation
- Maintains compliance with all levels of ECS Drug Free Workplace program
- Demonstrates aptitude to position based on Job Profile Assessment where applicable
- Seals ducts to workmanship standards
- Locates supply and return runs per layout on plans
- Works well with job-site subcontractors and co-workers
- Correctly follow guide lines for job staging
- Enrolls and attends Second Year Apprenticeship class to instruction requirement
- Other duties as assigned.

Physical Demands and Work Environment:

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 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 year; days above 80 degrees/103 per year; able to reach above the head and support weight of 75# for extended period per task demand; Manipulates objects with fingers, works in tight spaces. The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands:

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

- Follow all safety rules; OSHA, EPA, local codes, as required by law, and EnviroControl Systems' Safety Manual
- Install diffusers
- Set up and take down ladders safely and store properly
- Identify tools common to the HVAC trade

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- Hang duct and run round pipe
- Insulate duct, pipe, and fittings
- Use blueprints to locate ducts, units, and diffusers
- Run drain lines
- Report to work daily, on time, work full-shift without leaving early at 99%
- Maintain reliable daily transportation to jobsites
- Report to work clean, and in company uniform, representing EnviroControl Systems positively to customers and contractors
- Obtain required tools for Level Two Helper, maintain both company's and personal tools in good working condition with safety features intact
- Wear necessary personal protective equipment including steeltoed work boots, hard hat, gloves, eye protection, and ear protection where applicable and per jobsite requirement
- Turn in all time sheets, paperwork, record-keeping on time, neat and legible, as required by all EnviroControl Systems' department supervisors
- Maintain a positive attitude, following the instructions of the Journeyman to whom you are assigned
- Demonstrate willingness to learn, a teachable attitude, and will to complete assigned tasks to workmanship standards and EnviroControl Systems' standards of technical excellence.
- Maintains jobsite housekeeping
- Level #2 Apprentices may be encouraged to prepare for NATE certification in Furnace, and in Heat Pumps
- Work on assigned projects during extreme seasonal cold or heat per Required Qualifications
- Follows directions of supervisors, looks ahead and think, follows the pace of the supervisor in bringing jobs in on time and on budget
- Able and willing to work overtime, week-ends, as projects demand
- Perform duties across departments/division as needed to assist EnviroControl systems/Lifestyle Comfort Solutions to complete available work/jobs per customer demand
- Prompt reporting of problems with company tools or vehicles
- Other duties as assigned

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 which 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 and do not create any express or implied promises or guarantee any fixed terms. The levels do not alter the "employment at will" relationship 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.

Performance Standards:

Certain key business indicators that will measure the effectiveness of this job description. These include the following:

- Timeliness of work
- Customer satisfaction
- Level of demonstrated desire to learn
- Level to which dress code is adhered
- Properly completed paperwork

Required Tools: This is an addition to Level 1 Apprentice tool requirements.

- 18 volt Cordless Chuck/Hammer Drill
- PVC Cutter
- Strap Gun
- Folding Tool

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- T-Stat Screwdriver
- Crimpers
- Sheet Metal Hammer
- Duct Stretcher
- Vice Grips
- Channel Locks
- 12" Pipe Wrench
- 18" Pipe Wrench
- Linesman Pliers
- Wire Crimpers
- Tubing Cutter (small)
- Tubing Cutter (Large Able to cut up to 1.5 inch tubing)
- Speed Square
- Framing Square
- 2' Box Level
- 18v Cordless Chuck/Hamer Drill
- PVC cutter
- Strap gun
- Folding too