

Job Description:

Apprentice Level 3

Job Title: Commercial Apprentice Level 3

Department: Commercial Install

Reports to: Project Manager/ Field Superintendent

Classification: Safety Sensitive
General Labor 50% Craft Labor 50%

Work Hours: 7:30 - 5:30 ½ with 30 minute lunch; Overtime as designated at 1.5 hourly wage
EnviroControl Systems pays 65% of employee health premium
Company provides life insurance at 90 days; short/long term disability;
dental/vision insurance
401K with Company match
Apprenticeship Tuition Scholarship assistance plus training programs
Vacation accrues from Day 1
Six paid holidays at 90 days

Pay Scale: \$17 to \$18.50

Primary Job Function: Provide assistance on a variety of commercial HVAC new construction and building retrofits, demonstrating increasing ability to work independently of the direct supervision by Project Journeyman and/or Commercial projects Manager, adhering to workmanship standards and company policy, and adhering to all safety standards. Commercial projects Apprentice #3 is achieved upon demonstration of consistent proficiency of all Commercial project Apprentice Level #1, and Level #2 skills. A successful Level 3 Commercial Projects Apprentice demonstrates mechanical ability necessary to complete complex HVAC tasks to workmanship standards and EnviroControl Systems' standard of excellence. A Level 3 Commercial Apprentice maintains a positive attitude, works well with team members, and demonstrates an emerging ability work independently, and assist Project Journeyman in training Level #1, and Level #2 apprentices. The goal of the Level # 3 Apprentice is to begin transitioning to Journeyman Mechanic at the completion of Commercial Apprentice Level #4. Level #3 Commercial Apprentices answer more directly to the Commercial Project Manager as they assume more independent assignments. A Level #3 Commercial Apprentice demonstrates emerging ability to supervise Level#1/Level#2 Apprentices per project demands.

Reports to: Assigned Project Journeyman/Jobsite Project Manager, and Commercial Projects Manager

Required Qualifications:

- Must have all Level 1 and 2 qualifications in addition to the following:
- Level 3 tools
- Valid EPA Certification for Level 1 & Level 2
- Proficient in installing round and rectangular duct
- Able to measure ductwork and install all equipment accessories
- Basis understanding of more complex sheet metal fittings
- Attend Company sponsored 3rd year
- Can complete simple low voltage connections on furnaces, air handlers and air conditioners
- Must be able to communicate well with supervisors, builders and other trades
- Maintain builder and sub-contractors relations
- Ability to complete all necessary paperwork
- Able to complete and follow through on change orders
- Braze line sets

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- training.
- Able to set air handler's and furnaces
- Run Line sets
- Begin to work on Water piping
- Must possess universal refrigeration license
- Test line sets
- Able to work unsupervised

Desired Qualifications:

- OSHA 10 hour course
- Proper Lift training

Essential Functions and Responsibilities:

- Maintains Valid Ohio driver's license, and ability to be insured by EnviroControl Systems' insurance carrier in order to operate company vehicle daily
- Demonstrates ability to work in the US through I9 documentation
- Remains compliant with EnviroControl Systems' Drug Free Workplace standards
- Follow instructions from supervisor and carry out in timely manner.
- Supervise and be responsible for other installers
- Report problems with company tools or vehicle promptly.
- Work well with customers, co-workers and subcontractors
- Work staggered schedule if required
- Maintain professional relationship with builders
- Run and work a job from start to finish
- Demonstrates efficiency in installing round and rectangular duct
- Correctly measures duct and installs equipment accessories
- Demonstrates understanding of complex metal fittings
- Attends 3rd year apprenticeship training per instructor requirement
- Correctly sets air handlers and furnaces
- Correctly runs line sets to workmanship standards
- Demonstrates beginning knowledge of water piping
- Maintain professional appearance and attitude at all times.
- Run a job without supervision
- Complete jobs within the labor budget
- Complete all necessary paperwork, job packets, change orders, time cards
- Train Level 2 Installers (includes planned training schedule)
- 12 hours of job related training annually
- Prepare for NATE core test as requested
- Ability to communicate effectively with EnviroControl Systems team members in spoken and written language
- Demonstrates appropriate aptitude for position on Job Profile Assessment, if applicable
- Obtains and maintains all Level # 3 required tools per EnviroControl Systems Tool Schedule
- EPA certifications as required
- Correctly completes simple low voltage connections on furnaces, air handlers, and air conditioners
- Demonstrates organizational ability to complete and perform project change orders
- Demonstrates ability to braze line sets without leaks
- Possession of universal refrigeration handling license as required
- Obtains NATE certifications as required
- Works without supervision of Jobsite Journeyman/Project Manager
- Other duties as assigned

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Physical Demands and Work Environment/ Essential Job Functions

Climbs and works from ladders without accommodation per project demands, works from lifts and scaffolding without accommodation per project demands, lift and carry at least 100 pounds per project demand including up and down stairs and across flat surfaces per project demands without accommodation; works in seasonable heat/cold per project demands. (Dayton average: days below 40 degrees/61 per year; days above 80 degrees/ 103 per year; reach above the head and support not less than 75 pounds per project demands; crawl in attic and crawl space and tight spaces per project demand; operate motor vehicle, driving distances of 100+ miles per day per project demand; manipulates objects with fingers; may encounter occasional high levels of dust

Daily, Weekly, Monthly, Yearly Duties:

- Maintains reliable transportation to and from assigned jobsite daily
- Operates assigned company vehicle, safely
- Follows all safety rules, local codes, OSHA/EPA standards
- Positive attitude toward Commercial Projects Manager and Jobsite Journeyman Supervisor; obtains appropriate technical support as necessary
- Maintains an attitude of hard work; able and willing to work overtime including Saturday and Sunday and holiday per project demand
- Maintains all required paperwork, time sheets, etc. on time and in readable form
- Install common diffusers
- Reads tape measure correctly
- Sets up, breaks down and stores ladders safely, removes broken ladders from service per EnviroControl Systems Safety Policy
- Identifies and correctly uses tools in the HVAC trade
- Insulates duct, pipe, and fittings to workmanship standards
- Uses blueprints to correctly identify duct, units, and diffusers
- Work with minimal supervision; demonstrates ability to advance projects on time, and on budget when Project Journeyman is not present
- Runs drain lines correctly
- Correctly measures simple fittings, offsets, etc.
- Correctly runs simple soft copper line sets and braze without leaks and to workmanship standard
- Run flue lines correctly to workmanship standard
- Work and supervise project from start to finish, on time and on budget
- Train Level 1, Level 2 Apprentices in daily job skills.

Performance Standards:

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

- Maintain on-site attendance at least 99% of assigned hours; provide doctors' note upon 3 day consecutive days missed due to illness
- Reports absence by phone to Controller at 937.275.4718 not later than 7:30 a.m. on day of absence; prior notification of absence is requested whenever possible
- Legible and complete paperwork as reported by ECS Controller/Project Journeyman/EnviroControl Systems Human Resource Manager
- Completes tasks in not more than 1/5 standard time allowed by workmanship standard, job project bid estimation, and adopted Flat Rate Pricing Schedule
- Attends Year 3 Apprenticeship classes per instruction requirement
- Attends 90% of training opportunities provided by EnviroControl Systems and its training/vendor

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- partners
- Consistently adheres to safety standard, proper dress and use of personal protective equipment
- Interacts respectfully and effectively with contractors and clients.

Tool List in addition to level 1,2

- Owns and maintains in workmanship condition all Level #1/2 required tools
- 18 Sawzall
- 18v / 12v bandsaw
- Drill index
- Socket set
- Mechanic gear wrenches
- Allen Wrenches
- Service wrench

Nothing in this job description restricts management's right to assign or reassign duties and responsibility 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 at the discretion of ECS management. The employment level guidelines are not a contract of employment and does not create any express or implied promise of guaranteed 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 or any time, with or without notice.