



Kings Aire, Inc.
Job Description

Title: HVAC Residential Install Helper

FLSA STATUS: Non Exempt

Supervisor: Sheet Metal / Install Manager

Job Responsibilities: Responsible for helping HVAC Tech on all installs.

Duties & Responsibilities

1. Work safely following company policies
2. Help install HVAC related equipment according to manufacturer's specifications
3. To learn the following steps:
 - Wire both line and low voltage to heating and cooling equipment
 - Install copper refrigerant lines to air conditioning units, including soldering and brazing
 - Install sheet metal and flex duct systems in residential and light commercial buildings
 - Properly connect gas lines to heating equipment
 - Take all readings on equipment and understand the importance of each reading.
 - To become a HVAC Installer.
4. Premeasure jobs to identify proper materials required for install
5. Receive, verify and load all equipment and materials needed for each job
6. Provide assistance to other leads as directed by management
7. Demonstrate and establish effective working relationships with co-workers and superiors.
8. Maintain cleanliness of assigned company vehicle.
9. Any other assigned duties as directed by management.

Education and Experience

1. High School Diploma or Equivalent.
2. EPA Certification preferred.
3. Valid Texas or New Mexico State driver's license.
4. Minimum 2 year experience as a HVAC helper.

Key Competencies

1. Effective written and verbal communication skills.
2. Excellent customer service and problem solving skills.
3. Honest and dependable.
4. Mechanically inclined.
5. Able to distinguish between different HVAC equipment
6. Professional Company Image.
7. Must be able to pass a criminal background check.
8. Must be able to read and write English.
9. Self-Motivated but able to take direction and be part of a team.

Physical Requirements:

1. Ability to safely lift up to 100lbs
2. Able to tolerate temperatures above 100 for extended periods of time
3. Able to work overtime, nights, and weekend hours
4. Able to continually climb, balance, stoop, kneel, crouch, and/or crawl

Working Conditions

1. Schedule of hours, Monday thru Friday, eight work hours with half hour lunch between the hours of 7:00 a.m. to 6:00 p.m.
2. Management may request overtime hours with pay based on work load and or pending tasks.

Disclaimer Clause: The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee

Supervisor

Date