



Job Title: Install Helper

Work Hours: 6:00 – 4:00, Monday through Friday, some overtime

Primary Job Function: Provide support to Journeyman Lead as required for successful, timely completion of HVAC projects: transferring equipment/materials; installing HVAC equipment, duct and fittings as directed; keeping job site clean, etc. Maintain required levels of truck stock items. Be available when at office facility to assist with ad hoc repair/maintenance projects for shop and yard. Present a positive image of ICS to customers, including neat, clean appearance,

Reports To: Operations Manager

Daily Duties:

1. Responsible for HVAC install duties as assigned by Install Lead.
2. Available at scheduled daily check-in time, ready to be dispatched.
3. Complete paper work daily, recording all hours worked on each job; turn into Operations Manager.
4. Assist Warehouse Person or Fabricator as directed with stocking, pulling jobs, deliveries, or fabrication.
5. Keep entire work area and work van neat and organized and free of scrap and debris.
6. Assist as needed in repair and maintenance projects at office facility.
7. Proactively pursue additional HVAC licensing and certifications to increase level of skill as an Installer.

Performance Indicators: Certain key business indicators will measure the effectiveness of the Install Helper. These include the following:

1. Ability to work effectively with Install Lead and other Helpers to complete projects on time.
2. Maintain driving record that qualifies as an insured ICS driver.
3. Efficiency in assisting with fabrication.
4. Accuracy & timeliness of time cards, with install hours charged to projects correctly.
5. Number of warranty callbacks on workmanship that are processed for the Install Helper each month.
6. Number of times fittings are built or installed incorrectly.
7. Cleanliness and organization of the project work site and van.
8. Number of equipment, tool, or vehicle breaks due to lack of proper maintenance or neglect.
9. Number of times the work of the Helper fails to meet ICS standards.
10. Number of new HVAC licensing or certifications acquired.

11. Ability and willingness to participate in office facility maintenance/repair projects.
12. Helpers are to be evaluated and to perform at a skill level equivalent to their ability and level of training provided.