

<b>JOB TITLE:</b>	<b>HVAC Installation Manager</b>
<b>REPORTS TO:</b>	Owner

<b>Key Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Plan, coordinate and direct the overall activities of the Install Department and maintain a work force consistent with business activity.</li> <li>• Schedule and coordinate the project to control job costs thereby ensuring profitably, timely completion and maximum customer satisfaction.</li> <li>• Communicate job information to proper personnel to allow for effective planning and execution of the project requirements.</li> <li>• Manage and develop employees to create a positive work environment necessary to build a cohesive team.</li> <li>• Develops a high performing team. Provides sufficient knowledge, skills, training, and information to achieve peak performance, continuous improvement, and a positive, productive work environment consistent with company goals and objectives.</li> <li>• Completes employee reviews and sets goals/expectations for employee progressions. Makes recommendations for workforce planning by hiring when needed.</li> <li>• Provides disciplinary action up-to and including terminations.</li> <li>• Invests time with Dispatcher/Sales manager on a weekly basis to identify current and future workload, manpower needs/issues and current job status.</li> <li>• Receives and reviews project specifications; plans projects with Sales Representative and Owner.</li> <li>• Communicates job status and changes with customers, subcontractors in a clear and professional manner.</li> <li>• Follows up with installers to ensure plans are properly followed and the best crews are assigned to each job.</li> <li>• Maintains current standards of Blackwell Heating and Air for installation.</li> <li>• Communicates and schedules the scope of work to installers; orders and ensures materials/equipment/subcontractors are delivered on time; permits/inspections/quality walk throughs are scheduled and completed.</li> <li>• Attends job site meetings to ensure on-time job/project completion and reports any changes.</li> <li>• Receives and processes job change orders and informs appropriate parties of changes.</li> <li>• Immediately addresses and troubleshoots issues that arise during the installation process.</li> <li>• Provides installers with assistance and additional equipment and materials as required.</li> <li>• Follows defined installation procedures for HVAC/R equipment according to company instructions/policy, applicable building codes, and manufacturer installation instructions.</li> <li>• Managers labor hours, materials, equipment and subcontractors to ensure cost control.</li> <li>• Facilitates employee safety and ensures procedures are properly being followed striving with a goal of no accidents per calendar year.</li> </ul>
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HEATING & AIR CONDITIONING, INC.

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	<ul style="list-style-type: none"><li>• Maintains, reviews and stays abreast of latest industry equipment, knowledge and requirements.</li><li>• Ensures all paperwork is properly completed, included daily reports, job startups, and timecards.</li><li>• Creates training schedule to ensure applicable codes are continuously instructed.</li></ul>
<b>License:</b>	<ul style="list-style-type: none"><li>• EPA certified is a plus</li><li>• Valid NC Driver's License</li><li>• Ability to complete trainings as required</li></ul>
<b>PHYSICAL REQUIREMENTS:</b>	MUST be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50lbs unassisted), bending, standing, crawling, climbing or walking. Must be able to safely use manual tools and power equipment common in the construction/HVAC industry. Must be able to handle hazardous materials safely and understand safe exposure to electrical hazards as well as environmental hazards.