



JOB DESCRIPTION

Perform a wide variety of standard to moderately complex technical tasks related to installing HVAC equipment and systems. Install products such as central plant system components, air handler units, boilers, chillers, cooling towers, induction units, heat pumps, furnaces, air-conditioners, package heat/cool rooftop units, make-up air units, ventilation & exhaust systems, & motors while providing excellent customer service.

Job Title:	Commercial HVAC Installer
Department/Location:	CPM/MEP Team
Reports to:	General Maintenance Manager
Position Supervises:	N/A
Fair Labor Standards Act (FLSA) Status:	Non-Exempt; Hourly
Employment Status:	Full Time
Revision Date:	4/1/2022

JOB SUMMARY

The basic function of the Commercial HVAC Installer is to ensure that the ULI portfolio of HVAC equipment and systems are installed in a dependable, efficient manner to deliver the most effective means of heating, ventilation, and air conditioning, consistent with industry standards for class A office space.

The installer regularly responds to equipment and system replacement needs, provides solutions to complex installation problems, and works with outside vendors & contractors, utilizing their knowledge, skills, and abilities to provide the highest quality front line customer service.

The installer directly leads and assists service technicians with the installation and replacement of HVAC equipment and systems, while providing continuous quality service in a timely manner.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Maintain a professional courteous manner with all customers, tenants, vendors, contractors, and fellow employees at all times.
- Lead the installation of HVAC equipment and systems.
- Assist with other MEP repairs & replacements.
- Complete basic tasks related to HVAC preventative maintenance.
- Investigate MEP problems, develop solutions, provide estimates, plan & execute approved work.
- Sheet metal layout & fitting/ductwork fabrication.
- Suggest MEP process or operating improvements that add value and may reduce operating expense.
- Lead special MEP projects and accept other responsibilities as may be assigned.



- Follow department and company policies, in addition to those outlined in the ULI Employee Handbook.
- Proper timely completion of work orders, payroll timesheet entries, mileage & credit card reimbursements, & payscan reviews.
- Maintain organized and effective work spaces, tool cart, & parts inventory.
- Carry and effectively utilize a cellular smart phone to communicate & perform daily work, and on call rotation requirements.
- Assure adherence to all company, city, state, and federal safety standard guidelines.
- Perform other related duties as required.

NONESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Participate in any MEP, General Maintenance, or other general work as deemed necessary.
- Perform other related duties as required.

JOB KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of HVAC equipment and systems installation procedures
- Knowledge of sheet metal layout & fitting/ductwork fabrication
- Knowledge of computer software i.e. Microsoft Outlook
- Excellent customer service skills
- Excellent analytical skills and attention to detail
- Excellent computer skills for email and payroll
- Excellent record keeping skills
- Excellent organizational skills
- Excellent prioritization skills
- Ability to operate electronic devices i.e. computers, laptops, & smartphones
- Ability to operate standard office equipment
- Ability to maintain a consistent, punctual, and regular attendance
- Ability to work as an effective, engaged member of a team
- Ability to work independently in a timely manner
- Ability to read and interpret blueprints, plans, and manuals
- Ability to take direction & guidance
- Ability to climb ladders, work in confined spaces, high places & inclement weather
- Ability to lift 75lbs safely on a frequent basis
- Ability to adapt to changing work priorities; meet deadlines & schedules
- Ability to work effectively & efficiently with frequent interruption
- Ability to work under pressure while maintaining composure during emergent situations
- Ability to establish and maintain effective & harmonious working relationships with customers, tenants, vendors, contractors, and fellow employees at all times



EDUCATION/CERTIFICATION/LICENSURE

- Must have a valid High School Diploma or GED
- Must possess & maintain a valid driver's license & clean driving record
- Must possess & maintain a valid social security number
- Must pass a pre-employment background check as required
- Must pass company drug test(s) as required

EXPERIENCE

- Minimum 10 years of experience in HVAC equipment & systems installation; commercial
- Minimum 5 years of experience as HVAC foreman
- Sheet Metal layout & fitting/ductwork fabrication
- Provide 3 professional references

WORK LOCATIONS & CONDITIONS

- Class A Office Space; Occupied & Unoccupied
- Mechanical Machinery & Equipment Areas; Interior & Exterior
- Construction Sites
- Other locations & conditions as required

PHYSICAL REQUIREMENTS

	NOT REQUIRED	OCCASIONALLY (33%)	FREQUENTLY (66%)	CONTINUOUSLY (100%)
Standing			X	
Walking			X	
Sitting		X		
Lifting			X	
Carrying			X	
Pushing			X	
Pulling			X	



Urban Land Interests

Climbing			X	
Balancing			X	
Stooping			X	
Kneeling			X	
Crawling			X	
Reaching			X	
Handling			X	
Speaking				X
Hearing				X
Seeing				X
Color Vision				X
Depth Perception				X

I have read the above job description and acknowledge my understanding of the duties and responsibilities set forth herein.

Employee Name (please print): _____

Employee Signature: _____ Date: _____