



Job title	<i>Assistant Installation Technician</i>
Reports to	<i>Installation Supervisor or Installation Technician</i>

Job Purpose

The Assistant Installation Technician is responsible for assisting in the performance of maintenance and repairs of air conditioning systems for Osceola Air.

Job Summary

The Assistant Installation Technician assists in the performance of installation work for HVAC/R equipment, duct systems, fittings, grilles/registers/diffusers, controls, and related equipment. Performs other duties/tasks as required.

Detailed Responsibility

Assists Installation Technician in the performance of HVAC/R installation work.

Assists in duct/fitting fabrication and assembly as required.

Pulls/assists in the pulling of equipment and materials needed for installations.

Picks up parts from supply houses/office and delivers to technicians in the field as needed.

Identifies and suggests opportunities for quality and cost improvements.

Maintains a clean equipment/work area. Maintains a clean and serviced company vehicle in accordance with company policy. Performs/assists with maintenance and service/repair work as needed.

Assists in the verification of correct operation of all installed equipment. Assists in the demonstration and provision of training for customer, as requested.

Ensures complete customer satisfaction and/or salesperson/supervisor sign-off upon completion of work.

Completes all paperwork required by management and records hours and all materials used. Collects for performed work, as applicable. Returns all unused material and inventory.

Qualifications

Qualifications include:

- EPA certified for all R22
- Valid drivers license
- Clean driving and criminal records as required by state laws for home service companies and by company insurance carrier(s)
- Ability to lift 100 pounds
- Standard technician tools
- ICE/NATE certification preferred
- Neat, clean, professional appearance.

Physical Requirements

Job is physically demanding, requiring standing for extended periods of time, lifting heavy objects on a regular basis, and doing repetitive tasks with few breaks, working outdoors in all types of weather, working with challenging clients, and working in tight or cramped spaces for long periods of time.

Direct Reports

One or more apprentice technicians may report to this position for long and short-term periods.

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>

By signing below, I acknowledge that I understand and agree to perform the duties described herein to the best of my ability, with or without accommodation, with honesty and integrity.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Ideally, a job description should be reviewed annually and updated as often as necessary.