VISION
MECHANICAL INC.

HVAC MECHANIC RESPONSIBILITY

OVERVIEW:

This role is responsible to support the Project Foreman by being a team member using communication, knowledge of quality install, productivity and safety to insure a successful job.

Reports to: Project Foreman

Critical Responsibilities:
Install HVAC Systems
Procore
Quality Control
Productivity
Safety
Communication Skills
Team Member

INSTALL HVAC SYSTEMS:

Install RTUs, ductwork, hydronic piping, control wiring.

PROCORE:

Using this tool gives access to Contract drawings, Specifications, and submittals for information that is vital for completing the project as designed. This is also where you will fill out and confirm your timecard.

QUALITY CONTROL:

The install of HVAC systems must be plumb level and square. Mechanics must take pride in their work.

PRODUCTIVITY:

Installing HVAC systems in an efficient manner is vital for all projects to be successful. Once the foreman has laid out the plan, it is the mechanic's responsibility to carry out the plan as the foreman has directed. Do not revise the plan without discussing with the foreman. On larger jobs, when a '2nd in charge or right-hand man' is needed to assist the foreman; it is expected that the mechanic asked will step up to accept the added responsibility.

SAFETY:

Mechanics must have a good knowledge of how to perform their work safety. They must follow VMI Safety Programs. They will also be expected to help apprentices understand and work in a safe manner while on site. They must also make foreman aware of any unsafe conditions on site.

COMMUNICATION SKILLS:

Communication is of the utmost importance from verbally communicating with Foremen, coworkers, and office personnel to writing up material lists and advising the foremen of any material that is running low.

VISION
MECHANICAL INC.

HVAC MECHANIC RESPONSIBILITY

TEAM MEMBER:

Foremen count on mechanics to perform the work required, and apprentices look to the mechanics for mentoring. Being ready for work at 7 am (earlier on specific projects) with tools out of the job box and making sure clean up begins 10 minutes before the end of the day, sets a tone for a productive day and also sets an example to make sure work habits remain at a high level. This role makes HVAC mechanics extremely important in creating the team mentality culture at VMI.

I have read and understood the outlined responsibilities and duties of my job. I undertake to carry out these responsibilities and duties or any other duties and responsibilities as requested to the best of my ability.

Project Manager:

Print: _____

Signed: _____

Date: _____

HVAC Mechanic:

Print: _____

Signed: _____

Date: _____