

Clima-Tech, Inc.

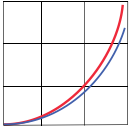
**DRIVER / INSTALLER
JOB DESCRIPTION**

Department: Service

Reports to: Service Manager

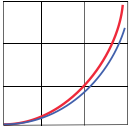
WORK ENVIRONMENT

The Driver drives Company truck over established routes and picks up and/or deliver parts or supplies.



1. DUTIES AND RESPONSIBILITIES

- Use company vehicle to deliver parts and equipment to customers in a safe and courteous manner.
- Perform all delivery duties using safe driving habits, including defensive driving skills.
- Record delivery information on delivery record.
- Clean and maintain store and parts storage area in safe and orderly condition.
- Perform routine maintenance checks on company vehicle.
- Keep delivery vehicle clean and washed.
- Observe company work and safety rules in the performance of all duties.
- Check in product received and notes shipping discrepancies.
- Install air conditioning and refrigeration systems.
- Possess competent knowledge on the methods, tools, and equipment used in the installation of HVAC/Refrigeration equipment.
- Follow blueprints, design specifications and manufacturers' instructions to install motors, compressors, condensing units, evaporators, piping, and other components. Connect this equipment to the ductwork, refrigerants lines, and electrical power source.
- After making the connections, charge the system with refrigerant, check it for proper operation and leaks, and program control systems.
- Use a variety of tools to work with refrigerant lines and air ducts, including hammers, wrenches, metal snips, electric drills, pipe cutters and benders, measurement gauges, and acetylene torches; use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components.
- Test electrical circuits or components for continuity, using electrical test equipment.
- Test pipe or tubing joints or connections for leaks, using pressure gauge or soap-and-water solution.
- Join pipes or tubing to equipment and to fuel, water, or refrigerant source to form complete circuit.
- Lay out and connect electrical wiring between controls and equipment, according to wiring diagrams, using electrician's hand tools.
- Install, connect, and adjust thermostats, humid stats and timers, using hand tools.
- Obtain and maintain required certifications.
- Comply with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.
- Inspect and test systems to verify system compliance with plans and specifications or to detect and locate malfunctions.
- Coordinate start and stop time (10/10 & 10/20) to Building Services Dispatches for each call.
- Organize all work detail (work performed, service recommendations, etc.) and complete an accurate work ticket for billing & payroll purposes. Submit all paperwork to the Service Manager within 48 hours of completion of each day's work.
- Obtain, record on work ticket and communicate to vendor an appropriate purchase order number when purchasing job-related parts and supplies.
- Maintain current EPA certifications and abide to by all government regulations.
- Participate in regularly mandatory scheduled safety trainings.



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- Remain drug free, maintain a clean driving record, documentation, and upkeep on the Clima-Tech, Inc, vehicle.

2. QUALIFICATIONS / SKILLS

- High school diploma or general education degree (GED).
- Must have a valid driving license and a good driving record.
- Must meet all applicable state specific drivers license requirements prior to driving a company vehicle to perform delivery duties.
- Able to learn and demonstrate good customer service skills.
- Time management skills.
- EPA certification required Type I and Type II.

JOB REQUIREMENTS:

- Ability to lift 40-50 pounds.
- Basic computer skills.
- Reliability, dependability and flexibility.
- Agility to bend to floor-level shelves and reach to upper shelves with use of stool or ladder when necessary.
- Stamina to stand and walk for entire work shift.
- Clear speaking and attentive listening skills.
- Motivated to train and learn.
- Minimum 18 years of age.