



# HVAC INSTALL DEPARTMENT PROJECT COORDINATOR

**Job Summary:** A/C Masters is seeking a qualified, hard-working individual to schedule and coordinate residential and commercial installation jobs for our HVAC installation teams. Candidates are expected to be knowledgeable of commonly-used concepts, practices, building codes, and procedures within the residential and commercial HVAC industry regarding the proper installation, maintenance, and repair of HVAC equipment. Candidates must demonstrate strong leadership and management skills, as well as the ability to interact with customers and fellow team members as part of a team-oriented environment. Candidates must be task oriented and organized in order to properly stage, schedule, and complete jobs in a timely and efficient manner all while minimizing costs and upholding A/C Master's quality standards.

In keeping with A/C Master's commitment to education and ongoing improvement, candidates should be self-motivated and driven to consistently improve his/her performance as well as that of the install department by consistently meeting or exceeding education, performance, and job costing goals.

This position is full time and includes opportunities for compensation based on department and individual performance goals, in addition to salary and benefits.

## Job Duties

- Work safely following all company policies.
- Ensure high customer satisfaction.
- Effectively oversee all install department operations and procedures.
- Oversee installation job scheduling, equipment staging, and task workflow while maintaining job quality standards.
- Develop and implement ongoing employee job and safety training as well as quality control procedures.
- Implement and oversee all department performance tracking measures.
- Provide ongoing logistical support to installation teams in the field.
- Work to maintain and improve department morale and employee job satisfaction.
- Effectively and positively communicate with all customers and office staff.
- Promptly and accurately complete all required paperwork.
- Any other assigned duties as directed by management.

# Job Requirements

## Education Requirements:

- High school diploma or equivalent.
- Minimum 3 years of experience in HVAC service and/or installation.
- 2 Years management or equivalent experience.
- HVAC and other job-related certifications are a plus.

## Key Competencies:

- Effective written and verbal communication skills (English required, other languages including Spanish a plus).
- Excellent customer service and problem-solving skills.
- Honesty, integrity, and dependability.
- Able to recognize and distinguish the performance characteristics of different types of HVAC equipment.
- Working knowledge of industry safety standards and HVAC equipment installation.
- Ability to access and present estimates for residential HVAC equipment installation.
- Familiarity with zoning, load calculations, and residential building and safety codes.
- A professional demeanor.
- Self-Motivated to succeed.
- Valid driver's license with a good driving record.
- Must be able to pass a criminal background check.
- Familiarity with Microsoft Office Software (Word, Excel, and Outlook) a plus.
- Knowledge of Wintaq and/or Nextraq systems a plus.

## Physical Requirements:

- Able to tolerate temperatures above 120° for extended periods of time
- Able to adapt to all environments including but not limited to confined spaces, rooftops, etc.
- Able to safely lift over 100 pounds.
- Able to work overtime, nights, and weekend hours
- Able to continually climb, balance, stoop, kneel, crouch, and/or crawl
- A/C Masters operates as part of a drug and alcohol-free environment.

# Position Compensation and Benefits

- Starting annual salary range of \$46,000 - \$52,000.
- Additional compensation based on department performance.
- 2 weeks paid vacation.
- Company subsidized medical, dental, and vision benefits.
- Term life insurance.
- Company sponsored simple IRA.

## **Equal Employment Opportunity**

*A/C Masters Heating & Air Conditioning, Inc. is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, A/C Masters Heating & Air Conditioning, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*