



## POSITION DESCRIPTION

**POSITION TITLE:** Apprentice – HVAC/Sheetmetal

**DEPARTMENT:** Field

**REPORTS TO Supervisor or Manager:**

**FLSA Status (exempt or non-exempt):** Non-Exempt

**SALARY:** \$/HR

**DATE PREPARED:**

**PREPARED BY:**

### **SUMMARY / OBJECTIVE:**

The Apprentice will spend time training under other HVAC professionals in order to develop a well-rounded knowledge of Mechanical HVAC systems. The Apprentice will perform entry level mechanical duties as required with supervision.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

These duties are not listed in any order of priority but will be weighted for performance management purposes.

1. Promote safety as the core value at TATRO.
2. Develop a general understanding of the basics of mechanical HVAC systems and learn to apply them on the job.
3. Act as a helper with the installation and repair of mechanical HVAC systems by performing basic duties as directed by your supervisor.
4. Maintain equipment, tools and company vehicles in clean and good working condition.
5. Ensure job site cleanliness and organization through all phases of the service process.
6. Prepare work sites as directed.
7. Perform general labor tasks such as sweeping, cleaning, delivering, loading and unloading, etc.
8. Other duties as required.

### **REQUIRED SKILLS AND EXPERIENCE / QUALIFICATIONS:**

- Minimum of 18 years old.
- Valid Driver's License.
- Ability to pass a pre-employment drug test.
- Basic mathematical skills.
- Basic computer/tablet skills, including Microsoft Office products and email services.
- Must have a willingness to learn.
- Must be willing to travel when needed.
- General construction knowledge is preferred but not required.

### **PHYSICAL DEMANDS:**

Occasional lifting up to 50lbs

**DISCLAIMER:**

This Job Description indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee. It does cover "other duties as assigned"

**COMPENSATION:**

\$/hour. Time and One-Half, over 40 hrs/wk. Bonuses are given based on individual performance and overall company success.

**PER DIEM:**

Additional compensation to be provided through project subsistence or per diem, should overnight travel or work be required.

**WORKING HOURS:**

Under normal circumstances, this position requires a minimum of 40-45 hours per week. At times you may be asked to work in excess of the 45 hours per week and occasionally, weekend work may be required. Normal work hours are from 7:00 – 5:00 Monday thru Thursday, with Friday being 7:00 – ???

**PERSONAL TIME:**

According to Company policy, Ten (10) days of personal time are available after one (1) year of employment through four (4) years. Eighteen (18) days prorated during your fourth (4th) year through Seventh (7th) year of employment, and Twenty-Four (24) days are prorated per year thereafter.

**HOLIDAYS:**

After 90 days of employment, you become eligible for Six (6) paid holidays per year: New Years' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

**UNIFORMS:**

You will be treated as a field employee, receiving:

- 5 Shirts each Spring
- 5 Long Sleeve Shirts each Spring
- 1 Jacket per year
- 6 Pairs of Pants per Year (3 Winter/3 Summer)
- Hard Hat, Safety Glasses, Hi-Viz vest as needed

**BENEFITS:**

TATRO offers a competitive benefits package that includes health and life insurance paid for by TATRO. Additional coverage under a Section 125 Cafeteria plan is available as follows; dental, vision, cancer, accident, and disability insurance, and medical and dependent care flexible spending accounts. TATRO also offers a 401k with a generous company match, a high-yield employee savings account, paid continuing education, paid holidays, vacation pay, discounted health/wellness memberships, and more.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_