

**HVAC Specialist
Home Performance/ Portland
Job Description
December 2013**

The HVAC Specialist is directly responsible to the Home Performance Project Manager or Building Analyst. This person will work in compliance with Neil Kelly Company established standards for craftsmanship, safety, paperwork, processes; and customer, trade contractor and vendor relationships.

Primary Responsibilities

The primary functions of this position include but are not limited to:

- 1) HVAC Specialists install and charge ductless heat pumps (DHP); install/remove gas and electric furnaces.
- 2) Pull permits for all systems prior to installation. Ensure all final inspections are completed.
- 3) Protecting customer's property from undue dust and debris. Providing customer security by locking up each day and making sure no hazards are left that could cause injury to customers, their pets or property;
- 4) Providing supervision when necessary
- 5) Knowing and understanding all job related paper work, ie. permits, plans, change orders and specifications;
- 6) Assisting the Project Manager in meeting the specifications of the Neil Kelly Company contracts with our clients and subcontractors.
- 7) Checking all materials for quality and accuracy as it arrives at the job site, pickup and delivery of materials;

General Requirements

Each Construction department employee (which includes Weatherization Technicians, HVAC Specialists, Weatherization Carpenters, Carpenters, and Apprentice Carpenters) is expected to be able to perform physical exertion typically found on construction sites. This physical exertion will include but will not be limited to: carrying, lifting, climbing, crawling, stooping, squatting, pushing, pulling, and hauling. Each will be expected to lift, on a regular basis, between 50-100 pounds. This will include regular lifting of 30-50 pounds over his/her head and occasionally lifting up to 75-90 pounds over his/her head. Job site situations vary greatly. Weatherization Carpenters may work inside or outside, on even and uneven surfaces, on roofs and ladders, under structures, and in other physical situations.

HVAC Specialists are expected to maintain a current First Aid/CPR card. Classes are provided by Neil Kelly Company. HVAC Specialists are expected to meet all Neil Kelly Company and OSHA safety requirements, including supporting the Neil Kelly Drug-Free Workplace policy. Specifics are outlined in the company's Safety Policy. As an extension of our commitment to our community, The Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related Natural Step activities as directed by management.

The HVAC Specialist is expected to speak, read, and understand English. The HVAC Specialist is expected to be competent in construction math.

Each Construction department employee (which includes Weatherization Technicians, HVAC Specialist, Carpenters, and Apprentice Carpenters) is expected to supply and maintain her or his own power and hand tools according to Neil Kelly standard tool and safety policies.

Regular travel between offices and to job sites is also required. S/he will be expected to provide a valid driver's license, as well as his or her own transportation to and from the office and during the work day in order to perform the required duties of this position.

The ability to work as a member of a team is a requirement for the HVAC Specialist. Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The HVAC Specialist will be expected to be a full participant on his or her team.

HVAC Specialist is strongly encouraged to attend any company-provided, optional training sessions and are expected to attend any and all mandatory training sessions.