

Name	Supervisor / Reports To	Division/Department
	Project Manager	Chimney
Job Title	Shift	Date Written
Chimney Installer	Day	
General Description		
To install, repair, reline, remortar, and modifies chimneys for wood burning and pellet stoves according to the documented job sold.		
Essential Duties		
<ul style="list-style-type: none">•Regular maintenance of equipment and tools.•Housekeeping of truck, daily log book, standard DOT procedures.•Maintain a working knowledge of installed products and annual changes•Discuss with sales staff and PM to ensure installation is complete & meets quality standards•Prepare fireplace installation by installing insulation materials as required by code•Install fireplace and/or unit as required by manufacturer s instructions, local building codes.•Follow OSHA and company safety procedures.•Properly document for internal tracking and processing & return completed paperwork daily•Learn to estimate materials and labor for additional onsite sales•Educate customers on best burn practices, unit maintenance, and safety functions•Help with on-the-job training for apprentices and give constructive feedback•Able to rebuild masonry chimney from roofline up: tuckpointing, crown, waterproofing, flue tiles•Fabricate misc. items for technicians: Flashing, snow splitter, snow break, chase pans•Can demonstrate superior skills in install techniques for wood burning and pellet units•Completion of all apprentice duties		
Purpose		
To exceed our customers' expectations by performing work quickly with excellent workmanship. To build positive rapport with our customers to help keep and create a strong customer base.		
Minimum Requirements		
<ul style="list-style-type: none">•Certified in CSIA, NFI, and Hearth Specialty•Maintain education and licenses•1 year of excellent work experience•Certified in CSIA, NFI, and Hearth Specialty•Proven organized leadership qualities, Goal-oriented and self-motivated•Great customer service & communication skills•Knowledge of local, state, and federal building code regulations•Lift heavy objects up to 100 lbs and able to be 2 stories or more in the air•Basic math skills		

I have reviewed this job description and understand these are the tasks I will be expected to perform.

Employee Signature

Date