

Name	Supervisor / Reports To	Division/Department
	Chimney Service Tech	Chimney
Job Title	Shift	Date Written
Chimney Service Apprentice	Day	
General Description		
You will be trained to inspect and/or evaluate chimneys, fireplaces, stoves, and vents according to safety codes for wood/pellet burning stoves. You will learn how to properly sweep the chimneys and make simple repairs onsite.		
Essential Duties		
<ul style="list-style-type: none"><li>• Cleans soot from chimneys, stoves, and fireplaces.</li><li>• Inspects interior/exterior of chimney and unit to ensure it is safe &amp; maintenance is not required</li><li>• Verify the completion of sweep process after every sweep</li><li>• Fill out inspection report to inform customer of the condition of the unit and chimney</li><li>• Communicate with customers regarding the service being performed</li><li>• Install misc. items for customers: caps, baffle boards &amp; refractory panels, door gaskets &amp; glass</li><li>• Clean and take inventory of vehicle weekly</li><li>• Properly document each service for internal tracking and processing</li><li>• Learn to estimate materials and labor for additional onsite sales</li></ul>		
Purpose		
To learn how to educate homeowners how to properly care for their stoves and fireplaces, perform simple repairs, and generate leads for additional work.		
Minimum Requirements		
<ul style="list-style-type: none"><li>• Okay with heights 2 stories or more in the air</li><li>• Lift heavy objects up to 80 lbs</li><li>• Goal-oriented and self-motivated</li><li>• Manages time efficiently and is self-directed</li><li>• Willing to learn and achieve all necessary certifications by deadline</li><li>• Maintain a professional appearance and attitude</li><li>• Knows how to use basic hand tools</li><li>• Strong customer service and communication skills</li></ul>		

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

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Employee Signature

\_\_\_\_\_  
Date