



Multi Residential Family Sheet Metal Labor Pre Apprenticeship Trainee Job Description

At P.L. Freeman we are a union contractor signatory to Sheet Metal Workers Local 18. At PL Freeman a Sheet Metal Labor Trainee is someone interested in the HVAC Sheet Metal Industry. The trainee will have the opportunity to work in the residential multifamily and commercial HVAC trade prior to an apprenticeship.

This allows him/her the opportunity to familiarize themselves with the type of work performed in the industry. During, this time the trainee will be evaluated on his/her work habits. Such an evaluation will determine whether the trainee has the skills needed to become a potential apprentice at P.L. Freeman via Sheet Metal Workers Local 18. Interested ones who are **RPP, WHEDA** and **Section 3** certified are Encouraged to apply.

Rate of Pay

- \$21.21 an hour

Benefits

- After 420 hours worked the trainee will be eligible for limited Health Insurance Benefits via Sheet Metal Workers Local 18

Type of Work Performed

- Labor Trainees may work in the shop or in the field.
- They are assigned duties that we feel that they can execute.
- Load and deliver materials, set up scaffolds, and help journeyman and apprentices.
- They work at heights and in outdoor conditions.

Other Responsibilities

- Perform "hands-on" work during the day.
- Adhere to all Safety, Housekeeping and Quality Control requirements at Project Site
- Attend all Safety Meeting and "Toolbox" Talks
- Maintain company equipment, tools, and vehicles in an operational condition always.
- Displays a "good work ethic" and a positive disposition.
- Able to meet the physical requirements of the job, which includes lifting, bending, climbing, working at heights and in confined spaces.
- Enjoy working with their hands and the ability to problem solve.
- Must be able to work well with others in a team environment.
- Possess organizational skills and must be punctual and dependable.
- Able to receive instructions and carry out assigned tasks in an efficient manner.

Safety Training

- At the time of hire all Sheet Metal Workers will undergo a Safety Orientation. During this 1 Hour training period they will become acclimated with the Safety Policies of the PL Freeman Company.
- They will be given a condensed version of our General Health, Equal Employment Opportunity and Safety Plan for Construction and expected to read it thoroughly. They will be required to attend all on site Safety Meetings



New Hire Company Policy Training

- At the time of hire all trainees will undergo New Hire Training. During this 1 Hour training period they will become acclimated with the written policies of the PL Freeman Company.
- They will be informed of our Disciplinary, Equal Employment Opportunity, Vehicle and Drug Policy and given a written copy of it for their records.
- In addition, they will be informed of our Accident Investigation Policy and given a written copy for their records.
- They will be given a condensed version of our General Health and Safety Plan for Construction and expected to read it thoroughly.

Expectations Training

- At the time of interview and or hire each new Sheet Metal Worker will sit with the President of PL Freeman, and during that time they will have a clear understanding of what will be expected of them as an employee of PL Freeman.
- They will be trained in proper dress and decorum for a construction project. Each trainee must report to work in a neat, clean, and well-arranged manner.
- They will also receive training in the areas of proper work ethic, proper etiquette and manners, sick and emergency time off procedures.

On the Job Training Program Rough HVAC Installation

- Proper Use of Tools- Each trainee will be trained in the proper and safe way to use all tools, materials, and equipment. And proper on-site housekeeping practices.
- Proper Lifting and Stretching Techniques- each trainee will receive training on the proper way to lift and stretch prior to his or her workday.
- Material Handling – Each training will receive training on the proper way to handle materials, sealants, and solvents. Trainees will be shown where the Material Safety Data Sheets are kept on the project.
- Rough HVAC Installation: The trainee will receive training on how to cut and core holes in walls and floors.
- Trainees will receive supervised hands-on training on how to properly measure and cut hvac related materials.
- Trainees will receive training in proper terminology for all tools and fittings.
- Will receive supervised hands-on training on how to screw together circular supply and return air runs.
- Trainee will receive supervised hands training on how to **run and glue** 2” PVC Fresh Air and Exhaust Lines
- Trainees will receive hands-on training on how to install seal-mastic on supply duct runs.
- Trainee will receive supervised hands-on training on how to run A/C liquid and Suction lines
- Trainee will receive hands on training on how to run Furnace and Central Air Condensate Drain Lines
- Receive Training on how to run and terminate –low voltage thermostat wire.
- Trainee will receive hands on training on how to route, join, seal, and hang Bathroom, Kitchen, and Dryer Exhaust Lines
- Will assist in the Hanging and Setting of all Furnaces, A/C Units and Gas-Fired Unit Heaters



On the Job Training Finish HVAC Installation

- Finish HVAC Installation: The trainee will receive training on how to fire stop holes in walls and floors.
- Will receive supervised hands-on training on how to screw together, seal and hang circular supply and return air runs.
- Trainees will receive supervised hands-on training on how to install supply, exhaust and fresh air grilles and registers.
- Trainee will receive hands on training on how to glue Furnace and Central Air Condensate Drain Lines
- Trainees will receive supervised hands-on training on how to terminate –low voltage thermostat wire.
- Will assist the Journeyman in the installation and testing of all Furnaces, A/C Units and Gas-Fired Unit Heaters

NLRB-APPROVED “AT-WILL” LANGUAGE FOR EMPLOYEE HANDBOOK

"The relationship between you and the Company is referred to as 'employment at will.' This means your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Company.

No representative of the Company has authority to enter into any agreement contrary to the foregoing 'employment at will' relationship. Nothing contained in this document creates an expressed or implied contract of employment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

“P.L. Freeman Co. is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business manpower needs.

We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.”