

**2014/2015 Job Description & Salary Range****Outside Sales Engineer**

(Salary range \$40,000 – \$140,000)

Sells new equipment, service contracts, modifications of redesign of existing systems. Provides technical assistance to customers. A university degree is a prerequisite for this job. This job is included in the servicing, manufacturing, and merchandising and sales employment areas.

**Outside Sales Technician or Representative**

(\$30,000 – \$70,000)

Sells new equipment, service contracts, modifications to existing systems. Provides technical assistance to customers. Sometimes under supervision of an engineer. A community college education or a university degree is prerequisites for this job. This job is included in the servicing, manufacturing, and merchandising and sales employment areas.

**Inside Sales Representative** (\$27,000 - \$72,000)

Sells, by means of telephone or correspondence, and answers inquiries for equipment or servicing. A community college education or university degree is prerequisites for this job. This job is included in the servicing, manufacturing, and merchandising and sales employment areas.

**Inside Sales Order Desk** (\$10 - \$20/hour) Receives and processes phone orders, salesperson's orders or across the counter orders for parts, accessories, and new equipment. Supplies product information and prices. A high school diploma and community college education are prerequisites for this job. This job is included in the servicing, manufacturing, and merchandising and sales employment areas.

**Estimator** (\$15 - \$25/hour)

Works with plans and specifications and often existing site conditions in order to determine material and labor requirements and prepare bid for job. A university diploma is a prerequisite for this job. This job is included in the consulting, contracting, servicing, manufacturing, merchandising and sales, and government and utilities employment areas.

**Sales Manager** (\$50,000 – \$150,000)

Responsible for budgets, sales forecasts, supervision of sales force and quotations, maintaining and helping to determine company sales policy. A community college education or a university diploma is a prerequisite for this job. This job is included in the servicing, manufacturing, and merchandising and sales employment areas.

**Administration** (\$8 - \$20/hour)

General Manager, Treasurer, Accountant, Secretary, Comptroller, etc. Responsible for methods of

operation, determining company policies, supervising key personnel, and company performance. A community college education or a university diploma is a prerequisite for this job. This job is included in the consulting, contracting, servicing, manufacturing, merchandising and sales, and government and utilities employment areas.

**Application Engineer/Technician** (\$30,000 - \$70,000)

Responsible for selecting equipment to meet the job specifications, interpreting the plans for the installation department, securing materials to complete the contract. A community college education or a university diploma is a prerequisite for this job. This job is included in the contracting, servicing, manufacturing, merchandising and sales, and government and utilities employment areas.

**Draftsperson/CAD/Layout** (\$10 - \$20/hour)

Responsible for the job plans, layout for system, details for special construction, piping sizes, duct work sizes, grill sizes, location of equipment, and control system details. A high school diploma and a community college education are prerequisites for this job. This job is included in the consulting, contracting, manufacturing, and government and utilities employment areas.

**Consulting/Design Engineer** (\$15 - \$25/hour)

Responsible for selection, design, layout, and specification of mechanical equipment to meet end user requirements. Insures that installations are made in accordance with instructions. A university degree is a prerequisite for this job. This job is included in the consulting, contracting, manufacturing, and government and utilities employment areas.

**Project Manager** (\$20 - \$40/hour)

In charge of specific company project or projects. Responsible for engineering design, materials control, on-site problem solving, and coordination with other companies on job-site. A university degree is a prerequisite for this job. This job is included in the consulting, contracting, and government and utilities employment areas.

**Purchasing** (\$20 - \$45/hour)

Responsible for obtaining materials and equipment at lowest cost according to requirements or specifications and consistent with quality and delivery. A community college education or a university degree is a prerequisite for this job. This job is included in the consulting, manufacturing, merchandising and sales, and government and utilities employment areas.

**Production** (\$8 - \$25/hour)

Performs one or more of many functions required to convert raw materials into finished products, using drawings, sketches, etc. Could be section foreman, line supervisor, stock keeper, etc. A vocational/technical school education or a community college education is a prerequisite for this job. This job is included in the manufacturing employment area.

**Inspector** (\$47,000 - \$70,000)

Insure equipment or system is manufactured or installed according to approvals, specifications, or codes. Insures standards and regulations, etc. are adhered to as laid down by company, associations, and/or government agencies. A community college education or a university degree is a prerequisite for this job. This job is included in the consulting, manufacturing, and government and utilities employment areas.

**Job Foreman or Supervisor** (\$15 - \$30/hour)

Responsible for planning, assigning and supervising service personnel's work. Arranges for required service materials. Plans regular servicing and maintenance program. A vocational/technical school education or a community college education is a prerequisite for this job. This job is included in the contracting and servicing employment areas.

**Specification Writer** (\$42,000 - \$98,000)

Responsible for writing specifications of equipment requirements, installation details, performance requirements for the contractor and complete information for the tendering of a project. A university degree is a prerequisite for this job. This job is included in the consulting and government and utilities employment areas.

**Field Service and Installation** (\$31,000 - \$60,000)

Responsible for performing all service maintenance and installation of equipment. A vocational/technical school education or a community college education is a prerequisite for this job. This job is included in the contracting, servicing, and manufacturing employment areas.

**Shop Service and Repair** (\$10 - \$25/hour)

Responsible for repair of equipment and fabrication of shop assembled equipment. A vocational/technical school education or a community college education is a prerequisite for this job. This job is included in the servicing and manufacturing employment areas.

**Journeyman/Apprentice Mechanic** (\$10 - \$46/hour)

Installs and performs service maintenance of equipment and complete systems. Apprentice works under supervision of Journeyman. A vocational/technical school education is a prerequisite for this job. This job is included in the

contracting, servicing, manufacturing, and government and utilities employment areas.

**Service Manager** (\$65,000 – \$111,000)

Responsible for supervising field service, publishing service information, providing technical training to employees and customers. A university diploma is a prerequisite for this job. This job is included in the servicing and manufacturing employment areas.

**Lab Technician/Technologist** (\$25,000 – \$60,000)

Responsible for building pilot models of new designs, testing them and reporting on the performance and compliance codes. A community college education is a prerequisite for this job. This job is included in the manufacturing and government and utilities employment areas.

**Research and Development** (\$35,000 - \$60,000)

Responsible for design of heating and cooling equipment, rating the performance, testing new developments, and supplying information for sales and service literature. A community college education or a university degree is a prerequisite for this job. This job is included in the manufacturing employment area.

**Service Salesman** (\$30,000 - \$80,000)

Sells service contracts on new and existing installations. Plans warranty service for equipment manufacturers. A vocational/technical school education or a community college education is a prerequisite for this job. This job is included in the servicing and manufacturing employment areas.

**Inventory Control** (\$23,000 - \$40,000)

Accounts for paper and physical control of goods consistent with supply and demand. A community college education is a prerequisite for this job. This job is included in the manufacturing and merchandising and sales employment areas.

**Facility Engineer** (\$35,000 - \$77,000)

Directs and reviews consultants during design and inspects construction, supervises operation of HVAC systems. A community college education or a university degree is a prerequisite for this job.

**Professor/Instructor** (\$25,000 - \$75,000)

Develops and teaches HVAC&R courses. Conducts research into new technologies.

**Contractor/Owner** (\$0 – unlimited. Could operate at a loss)

Assumes the risk of the business. Needs to be entrepreneurial. Job duties can include all of the above if a small contractor, or may be limited to specific aspects of the business as other employees handle other specialties.



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Heating, Ventilation,  
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