



Dean E. Norris has been in business over 40 years and specializes in fabrication and installation of heating, air conditioning, plumbing and custom sheet metal for commercial and industrial applications throughout Kansas. We working with owners, architects, engineers, and general contractors to bring solutions to mechanical problems. Dean E. Norris, Inc. provides solutions to meet our customer's needs with timely response, completion and communication. Our team focuses on methods to provide the customer the greatest return on their investment in us. The result is the collective experience of our entire company working together.

HVAC Helper

The HVAC Helper will possess skills and some experience to assist the sheet metal installers with daily tasks. This includes hands on work under the supervision of an experienced HVAC technician to complete maintenance and installation work alongside the crews.

Key Responsibilities:

- Transfer tools, parts, equipment, and supplies to and from work stations and other areas
- Disassemble broken or defective equipment to facilitate repair and reassemble equipment when repairs are complete
- Install or replace machinery, equipment, and new or replacement parts and instruments, using hand or power tools
- Examine and test machinery, equipment, components, and parts for defects to ensure proper functioning
- Hold or supply tools, parts, equipment, and supplies for other workers
- Order materials, supplies, or equipment.
- Clean equipment, parts, or tools to repair or maintain them in good working order.

Education Experience:

A high school diploma or GED equivalent is required.

Requirements:

Some experience in the sheet metal HVAC industry or relevant experience. Must be able to satisfactorily pass a criminal background check. May be able to satisfactorily pass a motor vehicle record check. Must be able to meet Dean E. Norris, Inc. qualifications to operate a

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Wichita, KS 67201
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www.deanenorris.com



vehicle on company business. Must be at least 18 years of age. Must possess a valid driver's license. Must have up to date registration with the local Department of Motor Vehicles. Both the candidate and the vehicle must be currently covered on a personal insurance policy. Must have certified birth certificate. May be required to lift up to fifty pounds.

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Skills/Qualifications:

Some experience in the construction industry preferred, but not required.

Good computer skills using Word, Excel and Acrobat (PDF's).

Ability to collaborate and communicate well with project managers and job superintendents.

Willingness to learn different tasks.