

# FIREPLACE & CHIMNEY PROFESSIONALS LLC

## GENERAL OVERVIEW OF FIELD OPERATIONS

### DEPARTMENT OBJECTIVES

**CONSTRUCTION:** This department focuses on both the installation and restoration aspects of the fireplace and venting industry. Our **installation** teams focus primarily on adding new fireplaces, stoves, or grills to existing residential homes. This involves reading instruction manuals, assembling pre-engineered venting systems, installing gas & electric mechanicals, framing enclosures out of wood & metal studs, applying finish materials such as tile & wood mantels, and anything else that is required along the way. Our **restoration** teams focus primarily on fixing historic masonry fireplaces & chimneys on residential homes. This involves reading layout plans, working with brick, block, stone, plaster, & stucco inside or outside, inserting stainless steel sleeves within chimney cavities, installing roof flashing & chimney caps, and anything else along the way.

**SERVICE:** This department focuses both on the maintenance and repair aspects of vent systems & appliances. Our **venting** technicians focus primarily on inspecting, cleaning, and performing minor repairs on wood stoves, fireplaces, chimney liners, heating appliance vents, and anything else that is required along the way. Our **appliance** technicians focus primarily on inspecting, cleaning, and performing minor repairs on electric, gas, and pellet fireplaces, stoves, log sets, firepits, grills, and anything else that is required along the way.

### ROLE RESPONSIBILITIES

**MASTER MECHANIC:** This person is a certified and field experienced leader of (3) years or more that has the capacity perform all tasks within his division, understands, & endorses our company culture. They are responsible for creating a positive work environment, overseeing the actions of themselves, and anyone else on the jobsite. Administers hands on SOP training to their apprentices with the intent of coaching them to a higher level.

**CERTIFIED MECHANIC:** This person is a field experienced person of (1) year or more, has met the training requirements, displays the attitude, mindset, & skillset necessary to perform work on their own jobsite. They are responsible for overseeing the actions of themselves and up to one other assistant.

**APPRENTICE:** This person has been recognized as an individual that wants to cultivate the proper knowledge and skills to progress into a higher position. For a period of (1) year from their hire date they will be aligned with one of the (4) Academic & SOP learning paths pending the company's needs.

**HELPER:** This person may or may not have previous experience but has interest in joining our team. They will participate in a basic Academic training course and join a Mechanic for a period of (4 weeks) to determine if we are a good match.

### REQUIRED QUALIFICATIONS

Read/ understand English, eager to learn, ability to follow direction, reliable, honest, responsible, eye for detail, active driver's license, lift 100lbs, willing to climb ladders/ scaffold, & walk on roofs.