

# Job Description

## HVAC Mechanical Assembler & Tester

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<b>Department:</b>	Production
<b>Reports to:</b>	Operations Area Manager
<b>Supervisory:</b>	No
<b>Position Type:</b>	Full-time, Permanent
<b>Vacant Position:</b>	Yes
<b>Position Category:</b>	Non-managerial
<b>Salary Range:</b>	\$20.75/hr - \$22.75/hr
<b>Location:</b>	Ottawa, ON

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### Purpose of Role

The HVAC Mechanical Assembler and tester is familiar with mechanical HVAC structural and architectural disciplines and is responsible for assembly, testing and or troubleshooting HVAC and plumbing systems devices and appliances as instructed by management.

### Key Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty to a competent level. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Assemble, fit and install prefabricated parts and sub-assemblies to form completed system.
- Read and work from engineering drawings and schematics to determine assembly procedures.
- Use hand and power tools as well as material handling equipment to fit and install parts and sub-assemblies.
- Complete tasks on schedule and according to established quality standards.
- Work effectively in a team with other technicians to achieve production and quality goals.
- Adhere to Condair's Quality Assurance System and Health and Safety policies.
- Perform other duties as assigned by Management.

#### **Considered an asset:**

- Follows assembly drawings, work instructions and wiring diagram to ensure product specifications met.
- Demonstrate proper use of simple hand and machine tools.
- Accurately read and follow (bills of material) BOM, routing and work instructions.
- Follow instructions on production orders and work instructions to assemble product to exact specifications. Attention to detail is very important.
- Meet or exceed production requirements.
- Performs a variety of tasks ranging from repetitive to non-repetitive production assembly operations on assemblies, sub-assemblies.
- Conduct quality inspections on processed parts in accordance with quality specifications.
- Maintain the cleanliness of work areas regularly.
- Reporting production, safety, or other issues and participating in the resolution process.

- Demonstrate proper use of mechanical measuring devices like Multimeter, Flow Meter, Caliper, Hi-Pot tester, Manometer, Gas Leak Detector and Flue Gas Analyzer.
- Consolidate parts/accessories bag and perform packaging operations as per the customer orders/BOM.
- Complete unit packaging as per work instruction within the deadline.
- Clean machines and work area at the end of every shift.
- Ability to work efficiently without constant supervision.

### Professional Skills, Qualifications, and Competencies

Education and Experience	Canadian-specific work experience is not required. We welcome applicants from candidates with international education and professional experience. High School and/or a post-secondary education in mechanics, electrical or certificate in related studies preferred.
Language Skills	Good English comprehension preferred. Ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals essential. Ability to understand basic instruction and communicate accordingly necessary.
Ability to Reason	Ability to apply common sense to common and routine problems essential.
Math Skills	Basic, add subtract and multiply two-digit numbers.
Certificates/Licenses	WHMIS and Safety Worker Awareness Training an asset.
Other	Demonstrate good organizational skills and the ability to prioritize work, set targets and make decisions. Ability to work accurately and methodically under pressure.

### Personal Characteristics

Teamwork	Balances team and individual responsibilities. Exhibits objectivity and openness to other's views. Gives and welcomes feedback. Offers to help others to achieve common goals.
Drive	Exhibits a drive to do all work required to achieve success. Aims to do the right thing without being told.
Ethics	Works with integrity and strong morals/ethics
Professionalism	Approaches others in a tactful manner. Reacts well under pressure and follows through on commitments. Treats others with respect and consideration regardless of their position. Accepts responsibility for own actions and asks for help when needed.
Safety	Observes safety and security procedures. Uses equipment and materials properly and as instructed.
Dependability	Is consistently at work and on time and completes work in a timely manner. Able to deal with change, delays, and unexpected events.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of the job, the employee is required to:

- Stand, walk majority of the time.
- Use hands and fingers to operate power tools and manipulate small pieces and fittings.
- Reach with hands and arms and bend/twist torso for material handling, to operate machinery, and assemble products.
- Occasionally required to climb ladders, kneel, stoop and crouch for material handling and assembling products.
- Must regularly lift and/or move up to 10 lbs.
- Must frequently lift and/or move up to 25 lbs.
- Must occasionally lift and/or move up to 50 lbs.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the job duties, the employee is regularly exposed to:

- Moving mechanical parts.
- Is seasonally exposed to inside temperatures that is not air conditioned and may be warm and/or humid.
- Noise levels are moderate in most areas; hearing protection is required in designated areas where noise levels are high.
- Dust in some areas; eye protection is required in some areas where airborne material may occur.

## Benefits/Perks

Condar is pleased to provide the following benefits to all permanent employees (subject to change):

- Medical benefits
- Dental benefits
- Vision benefits
- Long-term disability insurance
- Life insurance/AD&D
- Pension/RRSP/TFSA
- Paid vacation
- Paid sick/personal leave
- Free on-site gym
- Free parking
- Free monthly lunches
- Other employee appreciation events

## Artificial Intelligence Disclosure

This recruitment process does not use artificial intelligence or automated decision-making tools to screen, assess, or select applicants. All applications are reviewed by Condair hiring personnel.

## Accommodation

We are committed to creating an inclusive workplace by providing a barrier-free recruitment and selection process. If you have an accommodation request, require material in an accessible format, or need additional support with the application process, please contact Human Resources at [na.hr@condair.com](mailto:na.hr@condair.com) or call 613-822-0335 and ask to speak with Human Resources.

## Acknowledgement

This job description reflects the immediate requirements of the post. As the duties of the post develop and requirements of the company change, the post holder will be required to carry out other duties.

## About the Company

Condair Group, founded in 1948 and based in Switzerland, is the global leader in humidification and a leading manufacturer of dehumidification and evaporative cooling systems.

Supported by science, we engineer individual, holistic solutions that customers can trust through the entire lifecycle. With optimal humidity, we increase productivity and create healthier built environments.

Condair Group has production sites in Europe, North America and China, its own sales and service organizations in 23 countries, and representatives in 50 locations worldwide.

## Our Vision

To create healthier built environments and increase productivity with the optimal humidity for a better life.

## Our Mission

Driven by our customers' needs and supported by science, we engineer reliable, sustainable solutions.

## Slogan

Humidity for a better life.

## Our Values



### **We act on our Vision**

- Quick to develop solutions for our customers
- Proactive in recognizing and developing opportunities
- Innovative and flexible



### **We are reliable**

- Keep our promises to business partners and colleagues
- Emphasis on quality
- With integrity



### **We are result-oriented**

- Deliver optimized outcomes
- Proud to be part of our customers' success
- Each individual focuses on what is essential



### **We empower our people**

- Open-minded culture
- Flat hierarchy and respect for each other
- Everyone safe every day



### **We improve human life**

- Promoting health through scientific research
- Providing sustainable and energy-efficient solutions
- Enhancing our customers' productivity