



**VILLARA™**

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December 26<sup>th</sup>, 2017

# Now Hiring Apply Today

## **HVAC Installer (\$250 Referral)** *If interested ask your supervisor for more details*

**Department:** HVAC Apartments/Commercial  
**Location:** Sacramento

**Description:** Villara is currently seeking experienced candidates. To qualify, ideal candidates will meet the minimum qualifications listed below:

- At least 5 to 10 years of Apt or Commercial installation experience
- Complete understanding of duct work and ability to read blue prints
- Valid CA driver's license & ability to transport issued tools from job site to job site
- Able to work in heights up to 2 stories

## **HVAC Tradesman (\$100 Referral)** *If interested ask your supervisor for more details*

**Department:** HVAC Residential  
**Location:** Dublin, Fremont and Sacramento

**Description:** Villara is currently seeking experienced candidates. To qualify, ideal candidates will meet the minimum qualifications listed below:

- At least 5 to 10 years of HVAC Gutter installation experience
- Complete understanding of duct work and ability to read blue prints
- Valid CA driver's license & ability to transport issued tools from job site to job site
- Able to work in heights up to 2 stories

## **Plumbing Installers (\$100 Referral)** *If interested ask your supervisor for more details*

**Department:** Plumbing  
**Location:** Milpitas, San Jose, Dublin, Fremont and Sacramento

**Description:** Villara is currently seeking experienced installers for residential new construction projects as well as to perform Plumbing installation in several locations.

- Up to date on all relevant codes
- Ability to read plans and blueprints
- 5-10 years of Plumbing experience
- Reliable transportation with the ability to transport tools from site to site
- Setting finish/trim

## **Solar PV (\$100 Referral)** *If interested ask your supervisor for more details*

**Department:** Solar  
**Location:** Sacramento

**Description:** Villara is currently seeking experienced Solar PV Installers with roof experience in the Sacramento area. To qualify for this position, candidates must meet the following minimum requirements listed below:

- At least 2-5 years of Solar PV Install experience
- Roof top work experience
- Must have reliable transportation
- Valid Driver License and insurable record
- Must have reliable transportation

## **Duct Blaster (\$100 Referral)** *If interested ask your supervisor for more details ....*

**Department:** Air Conditioning Services  
**Location:** Merced

**Description:** The successful candidate will do Diagnostic testing of the building envelope and HVAC system by use of a Duct Tester and/or other diagnostic tools in compliance with Title 24 Building Energy Efficiency. This position is based out of our Sacramento office. To qualify for this position, the ideal candidates will meet the minimum qualifications listed below:

- Perform Air Flow Testing of the HVAC system.
- Analyze, Diagnose and Correct problems.
- Follow all Policies and Procedures including Safety procedures.
- Adjust system controls to settings recommended by manufacturer.



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- Generate work orders, Record and log all applicable data.
- Make sure all the appropriate forms have been filled out completely and legibly

**Residential Fire Protection Auto CAD Drafter (\$100 Referral) If interested ask your supervisor for more details ....**

**Department: Plumbing**  
**Location: Sacramento**

**Description:** The Designer will be responsible for preparing code compliant Fire-Sprinkler design drawings using AutoCAD with SprinkCAD overlay. The Designer will design, coordinate and project manage the fire sprinkler systems for residential new construction and multi-family construction. This individual will design and create the finished representation for the sprinkler systems using drawing, drafting skill, and tools. These drawings will function as a guide throughout the construction process, from the office down to the job site. The Designer will also be responsible for the project's initial planning consisting of scheduling, creating material stock listing, analyzing changes, and solving problems.

- Engineering degree, Construction Management or similar degree from a technical school or college preferred
- Detail-oriented and skilled in mechanical lettering and drawings
- Excellent communication skills
- At least 4 + years experience in Fire Protection system evaluation, design and specification
- Previous experience with SprinkCAD, AutoSprink, HydroCAD or similar specialized fire sprinkler layout software strongly desired
- At least 4 years of AutoCAD experience
- Review construction documents and coordinate with sub-contractors and General Contractor/owner to gather the required information to design the project's sprinkler system
- Apply analytical thinking and problem solving to determine practicality of construction and system possibilities
- Create thorough and detailed drawings using AutoCAD, SprinkCAD, or similar software
- Create stock list for all material required throughout the project
- Perform hydraulic calculations
- Maintain design historical records and historical records for all functions for future use
- Ensure work complies with codes and permits, and respond to plan check comments
- Recommend improvements in project management procedures and overall company business practices

**Project Manager (\$100 Referral) If interested ask your supervisor for more details ....**

**Department: Plumbing**  
**Location: Sacramento**

**Description:** Responsible for overall project timing, coordination, budgets, staffing, material purchasing, project meetings, contract scope, price and plans. The overall budget goals for profit are managed by the Project Manager and directed through the Foreman and field personnel.

- Will be assigned key customers for business development.
- Provide direct support to the Field Foremen.
- Provide all aspects of Contractor support while controlling overall company liabilities.
- Participate in required meetings with Estimators to facilitate project turnover.
- Assist the Field Foremen in planning, organizing, projecting, COP and shop orders, and overall coordination.
- Maintain required contact with the General Contractor's Project Manager and Contractor office to ensure project requirements are met.
- Ensure timely production of all project correspondence such as submittals, specs, plans, vendor quotes, contracts, and schedules for use by the field staff.
- Provide timely SBT reports including change orders, requests for information, billings, and project status, billings labor reports, and feedback to Foremen and Estimation.
- Ensure Field Foreman develops all required job documentation and maintains proper labor force levels (cost cards, daily job reports, as-builts, conversation confirmers).
- Development of project plans for projects including labor and costing budgets and schedules of values. Visit jobs on a regular basis and at least at month-end billing.
- Assist Estimating Department in conceptual budgeting brought in from your contacts with General Contractors on your jobs.
- Work closely with Service Departments on control systems and start-up to assure competitive scope, pricing, and timing.
- Promote a positive relationship with General Contractor and maintain close tabs on their future work.
- Requisition material in cooperation with the division purchaser for assigned projects
- Provide required documentation to facilitate turning the project over to the Project Foreman.
- Ensure accurate job take-offs and estimates.
- Ensure timely follow-up with all bids and contractors.
- For key accounts develop and implement sales strategy for each.
- Ensure timely production of all project correspondence such as estimates, proposals, follow-up information, etc.
- Provide timely and accurate month end reports including updates to all bid, billings, and project status forms.



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- Assist in developing the strategies for bidding projects using the project control system.
- Communicate, in a timely manner, all required information for the project set up.
- Recognize potentials for value engineering and other strategies that may improve opportunity for advantages over the competition.
- Keep all bidding strategies confidential.

**Plumbing Auto CAD Drafter (\$100 Referral) If interested ask your supervisor for more details ....**

**Department: Estimating/Engineering**

**Location: Sacramento**

**Description:** Villara is currently seeking a Plumbing Designer with experience in multi-family projects of all types, including podium. To be considered for this position, the ideal candidate must have the qualifications listed below:

- Download plans from file share websites (example: Buzzsaw)
- Plumbing Designer will be responsible for creating new project folders, hard and soft copies (file folder & computer)
- Print and Assemble plans for designer, estimators and field supers
- File and organize paperwork
- Clean up Builder CAD files for Design (Arch, Plumb, Struct, etc.)
- Prep new CAD files for Design use
- Data Entry for Plan Check drawings (Excel format)
- Update CAD files as needed with Builder changes
- Assist with Dimensioning plumbing drawings
- Assistant Plumbing Design supervisor with day to day operations
- The Plumbing Designer is expected to present accurate work and be detail oriented.
- Qualifications to include:
- At least 1 to 3 years of Design/Drafting experience (AutoCAD)
- Plumbing Designer or field experience preferred
- Familiar with Microsoft Outlook, Word & Excel
- Self-motivated, detail-oriented and a team player
- Must have strong work ethic and the ability to meet deadlines

**Estimator (\$100 Referral) If interested ask your supervisor for more details ....**

**Department: Estimating**

**Location: Sacramento**

**Description:** Villara is currently seeking an Estimator to maintain and promote sales in accordance with the company's business plans. Including reading blueprints for material take-offs, run house load calculations using Right Suite residential J8 program, design HVAC mechanical layouts (AutoCAD) for field installation, maintain customer / project files, communicate with internal and external customers, create proposal with prices for Builder review. The qualifying candidate must meet the minimum qualifications listed below:

- Read blueprints for material take-offs
- Run house load calculations using Right Suite residential J8 program
- Design HVAC mechanical layouts (AutoCAD) for field installation
- Maintain customer / project files
- Communicate with internal and external customers
- Create proposal with prices for Builder review.
- AUTOCAD
- Word Perfect
- Excel
- SBT Estimating, Manual J
- Wright soft and any similar data base related to email and the internet
- Must be able to understand percentages, additions and subtracting, calculations of square footage of windows, room lengths and lineal footage.
- Must have exceptional written and oral communication skills
- Must possess strong attention to detail and ability to work in a flexible environment.
- Must have knowledge of the Heating and Air Sub-Contracting business, understanding the principal of manual J sizing and room to room C.F.M. calculations, to understand the basic principal of HVAC design and the equipment that applies.

**Administrative Assistant (\$100 Referral) If interested ask your supervisor for more details ....**

**Department: Manufacturing/Warehouse**



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**Location: Sacramento**

**Description:** Villara is currently seeking a Manufacturing Administrative Assistant that will assist the Manufacturing Department as needed. Duties consist of entering department time cards in EXCEL, reviewing material inventory levels and special projects as needed. The person in this position will sit at a desk on the manufacturing floor. Candidate must be willing to work in a loud work environment due to machinery. Work station can get dusty from time to time. There will occasions where this individual will manufacture product. This is a day position from 6 AM -- 2:30 PM.

- At least 2 years of experience creating and entering data in EXCEL
- SAP experience is preferred, but not required
- Excellent organization skills preferred
- Must be able to lift at least 50 lbs.
- Must be able to read a tape measure

**HVAC Mechanical Designer (\$100 Referral) If interested ask your supervisor for more details ....**

**Department: Estimating**

**Location: Sacramento**

**Description:** Villara is currently seeking a Mechanical Designer to become a part of our team! The qualified candidate will review and modify designs to reduce production deficiencies as well as provide specification and design of HVAC and Plumbing projects. The minimum requirements are below:

- Previous experience in HVAC and Plumbing design or other related fields
- Familiarity with residential and Multi-Family design
- Familiarity with CAD or other related software
- Deadline and detail-oriented
- At least 3 years of design experience

**Manufacturing Worker (\$100 Referral) If interested ask your supervisor for more details ....**

**Department: Manufacturing**

**Location: Sacramento**

**Description:** Villara Building Systems has an exciting opportunity for a Manufacturing worker to perform sheet metal fabrication. The ideal candidate will have the following experience:

- Ability to read a tape measure and perform basic math functions is essential
- Ability to perform repetitive motion
- Reliable transportation
- Basic mathematical skills. (i.e. addition, subtraction, multiplication and division)
- Must be able to read/comprehend, write, communicate orally and reason and analyze information
- Soldering and hand tool experience is desired
- Experience with use of tools used in sheet metal manufacturing is desired but not necessary and will require training to a beginner level within 6 months of hire.
- Strong analytical and problem solving skills