First Tracks Mechanical

HVAC Lead Job Description

First Tracks Mechanical | Full time | Colorado

First Tracks Mechanical is seeking an HVAC Lead for residential and commercial HVAC work, with a focus on forced air systems. The role includes new construction, remodels, service, repairs, and installations of furnaces, air handlers, ductwork, and ventilation equipment. You will plan work, solve field problems, support other technicians, and communicate with customers and project teams.

Primary Responsibilities

- Perform and oversee residential and commercial forced air HVAC installations, service, and repairs.
- Install and troubleshoot furnaces, air handlers, heat pumps, split systems, ERVs/HRVs, and controls.
- Read plans, specifications, and manufacturer instructions; plan duct layout, materials, and methods.
- Ensure HVAC work complies with applicable codes, permit requirements, and safe work practices.
- Coordinate with customers, project managers, contractors, other trades, and inspectors.
- Lead HVAC work in the field and provide technical guidance to installers, technicians, and apprentices.
- Check work quality before inspections, completion, and maintain clean jobsites throughout life of project.
- Report progress, field issues, and material requests to company management.

Secondary Responsibilities

- Assist with estimating, load calculations, equipment selection, ordering, and project planning.
- Train and mentor less experienced HVAC installers and technicians.
- Perform startup, combustion analysis, and airflow & static pressure testing.
- Document labor, materials, change orders and service work accurately.
- Care for company tools and equipment and explain repair options to customers.

Minimum Qualifications

- High school diploma or GED and EPA Section 608 certification.
- Experience with forced air installation, service, troubleshooting, and applicable mechanical codes.
- Ability to read construction plans and work independently on residential and commercial systems.
- Valid driver’s license and an acceptable driving record.
- Ability to use HVAC tools safely and perform field work, including lifting, climbing ladders, working in attics, crawlspaces, and confined spaces, and working in varying weather.
- Clear communication and a professional approach with customers, coworkers, and contractors.

Preferred Qualifications

- Experience leading crews and training apprentices.
- NATE certification, commercial rooftop unit experience, or sheet metal duct fabrication experience.
- Experience with Manual J/D load and duct design, estimating, and inspection coordination.

Benefits

- 6 paid holidays.
- PTO eligibility after 1 month of employment.
- Employer paid health insurance.
- Fuel reimbursement.

Compensation

$45–$65 per hour. Pay within this range depends on experience, certifications, technical skills, and leadership experience.