

Position Title:	Apprentice, Journeyman, Foreman, Lead Foreman-Acoustic Ceiling Install (Ft. Collins)
Employment Status:	Full-time Salary
Exemption Status:	Exempt
Working Hours:	Minimum of 40 hours per week

Heartland Acoustics & Interiors, with over 25 years of experience, specializes in a wide range of ceiling and wall systems. Headquartered in Colorado, with offices in Denver, San Diego, Austin, San Antonio, Seattle, and Raleigh, we are committed to excellence and innovation in the specialty construction industry. We are seeking skilled Apprentices, Journeymen, Foremen, and Lead Foremen with experience in general carpentry and acoustical ceilings to join our Northern Colorado branch (from Ft. Collins through Cheyenne and Laramie Wyoming). Heartland offers a dynamic work environment, competitive salaries, and a comprehensive benefits package, making it an employer of choice in the industry.

Positions Available:

1. Apprentice
2. Journeyman
3. Foreman
4. Lead Foreman

1. Apprentice Responsibilities:

- Basic installer of wire, grid, and acoustic tile for suspended ceilings following Company policy, industry standards, and manufacturers' installation guidelines.
- Support field staff with jobsite setup, materials, and basic installation.
- Provide excellent customer service.
- Follow company safety procedures and policies.
- Maintain a clean and safe work area.
- Complete tasks as directed by supervisors.
- Maintain and perform preventive maintenance on company equipment and tools.

Qualifications:

- Ability to follow instructions
- Strong attention to detail.
- Valid driver's license and reliable transportation.
- Minimum age: 18 years.

2. Journeyman Responsibilities:

- Includes all previous responsibilities.
- Install suspended ceiling systems, wood ceilings, wall panels, metal ceilings, demountable partitions, and other assembly systems according to company and industry standards.
- Measure dimensions accurately for material take-off and selection.
- Read plans, specifications, and scope of work for projects, and complete work as described.
- Work with blueprints and supervisor instructions for layout and installation.
- Work with installation instructions and guidelines for assembly systems.
- Utilize appropriate tools to build or repair structural components using various materials.
- Join materials securely using nails, screws, staples, or adhesives.
- Inspect surfaces for plumb and level.
- Erect scaffolding as needed.
- Work overtime including nights and weekends as required.
- Observe and practice company safety procedures and policies.
- Train apprentices and journeymen in installations and company policies.
- Maintain and perform preventive maintenance on company equipment and tools.
- Maintain records of tasks and material quantities and complete all paperwork in a timely manner.

Qualifications:

- Three years of experience as an apprentice in commercial suspended ceiling installation.
- Proficiency in using carpentry tools and building materials.
- Ability to read installation instructions and install complex specialty interior systems.
- Ability to train others.

3. Foreman Responsibilities:

- Includes all previous responsibilities
- Expert installation of acoustic and specialty ceilings, wood ceilings, wall panels, metal ceilings, demountable partitions, and other assembly systems.
- Ability to read and decipher complex installation instructions.
- Always demonstrate a high degree of attention to detail.
- Train and support journeymen and apprentices.
- Plan and manage projects to ensure timely and budget-conscious completion.
- Conduct job site inspections and enforce safety policies.
- Continuously train and evaluate assigned crew in safety, proper installation techniques and equipment maintenance while abiding by Company policies and procedures.
- Measure and document employee productivity. Communicate with supervisor on daily progress.
- Maintain and perform preventive maintenance on company equipment and tools.

Qualifications:

- Three or more years of experience as a journeyman.
- Ability to manage multiple jobs and direct reports.
- Proficiency in reading and interpreting plans and installation instructions for complex systems.
- Ability to communicate assignments in English.

4. Lead Foreman Responsibilities:

- Always provide direct customer service to our internal and external customers.
- Enforce safety policies and practices.
- Schedule manpower and manage project materials.
- Attend construction review meetings.
- Handle all additional work requests by coordinating with the site superintendent and turning them into the office operations team on time.
- Train, support, and discipline Foremen, Journeymen, and Apprentices to be able to complete assigned jobs within plan.
- Plan and manage projects to meet quality and budget expectations.
- Read plans, specifications, and scope of work for projects. Complete work as described on the plans and in the scope of work. Contact the Superintendent on all discrepancies, questions, or concerns about the project.
- Install all products and services following Company policy, industry standards and manufacturers' installation guidelines.
- Provide VIF dimensions on projects that are necessary.
- Perform job site inspections before and after all jobs.
- Continuously train and evaluate assigned crew in safety, proper installation techniques, and equipment maintenance while abiding by Company policies and procedures.
- Check and approve field staff hours worked and labor coding on your project daily in WorkMax
- Establish production goals for your team and track them daily to ensure projects are built on budget.
- Manage and schedule all materials, fasteners, and equipment by direct communication with the office operations team.
- Submit receipts each week for all purchases made on company credit card.

Qualifications:

- Five years of experience as a foreman in suspended ceiling installations.
- Ability to manage multiple direct reports.
- Proficiency in reading and interpreting plans and installation instructions for complex systems.
- Ability to communicate assignments in English to direct reports.

- Ability to manage and control direct reports so that all jobs assigned meet or exceed planned budget goals.
- Able to pass a background check and be able to work at schools, airports, government buildings and any other projects requiring security and background clearances.
- Ability and knowledge to train direct reports in the installation of suspended ceilings and other assembly systems.

Why Heartland?

- Dynamic work environment
- Competitive salaries
- Comprehensive benefits package

Benefits:

- Competitive salaries
- Medical, dental, vision, and life insurance
- AFLAC, FSA, and HSA options
- Metlaw legal assistance
- Paid time off
- Company-paid long-term and short-term disability
- Matching 401(k) plan

Visit our website and check out the work we're proud of! Qualified candidates should apply by replying to this posting and attaching your resume for review or applying by application through our website at: <https://www.heartland-acoustics.com/jobs>.

We are an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Hiring decisions are based solely on qualifications, merit, and business needs at the time.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with applicant by:

Date

Date