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August 15, 2017

Now Hiring Apply Today

HVAC Retro Fit Installers/Lead Installers(\$500 Referral) If interested ask your supervisor for more details

Department: Replacement Service Department

Location: Sacramento, Fresno, El Dorado Hills, Lincoln, Placer County and Woodland

Description: We are currently seeking experienced HVAC Leads & Installers to perform work on existing residential homes. We have work in several locations. To qualify for these positions, the ideal candidates will have experience in the plumbing, electrical and HVAC trades. Please see the qualifications below:

- At least 1 year of previous HVAC Install or Retro-fit experience
- Valid Driver's License & Insurable Driving Record
- EPA Certified (Universal or Type II)

Entry-Level Heating & Air Installers (\$100 Referral) If interested ask your supervisor for more details

Division: HVAC

Location: San Jose, Livermore, Dublin and Sacramento

Description: **EARN while you LEARN!** We are currently seeking entry-level candidates who are excited to learn a trade. To qualify, ideal candidates will meet the minimum qualifications listed below:

- Ability to use basic hand tools
- Reliable transportation & the ability to transport issued tools & ladder
- High School Diploma or GED
- 1 year construction experience a plus
- Valid driver's license
- Able to work in heights up to 2 stories

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

Department: HVAC

Location: Livermore, Dublin, Sacramento, Fresno, Manteca, Milpitas, Sunnyvale and Fremont

Description: We are currently seeking experience candidates. To qualify, ideal candidates will meet the minimum qualifications listed below:

- At least 2 years of HVAC installation experience preferred
- 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 (\$250 Referral) If interested ask your supervisor for more details

Department: Plumbing

Location: Sacramento, Milpitas, Fresno, Dublin and Livermore

Description: We are currently seeking experienced installers for residential new construction projects as well as to perform Plumbing installation in the Sacramento and Milpitas areas.

- Up to date on all relevant codes
- Ability to read plans and blueprints
- 3-6 years of Plumbing experience
- Reliable transportation with the ability to transport tools from site to site
- Setting finish/trim

Plumbing Junior Estimator (\$100 Referral) If interested ask your supervisor for more details

Department: Plumbing

Location: Sacramento

Description: Villara Building Systems has a career opportunity for an individual with administrative experience in the Plumbing industry. To qualify for this position, the ideal candidate will have the skills listed below:

- At least 2 years in the plumbing residential new construction field Knowledge
- Looking for a career path that would lead to assistant project manager role
- Bilingual in Spanish Strongly Preferred
- Must be self-motivated and have the ability to work independently



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- Professional phone etiquette; exceptional organizational skills
- Previous SAP experience is a plus
- Excellent Communication skills
- Attention to detail
- Understanding construction document including plans and specification
- Must be deadline driven

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

Department: HR

Location: Sacramento

Description: Villara Building Systems has a career opportunity for an individual with administrative experience in the HR Department. To qualify for this position, the ideal candidate will have the skills listed below.

- 1 year in administrative or clerical duties
- Strong writing skills and ability to communicate effectively.
- Thoroughness and reliability
- Attention to detail
- Excellent organizational skills
- Microsoft Office (Word, Excel, Outlook) experience required

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

Accounts Payable Clerk (\$100 Referral) If interested ask your supervisor for more details

Department: Accounting

Location: Sacramento

Description: Under the leadership of the Accounts Payable Supervisor, the Accounts Payable Specialist II & III plays a vital role in the timely and accurate processing of all types of invoices, statement reconciliation, maintaining positive relationships with vendors, and preparing various reports. You will:

- Develop relationships with the Finance and Purchasing team members, company managers and supervisors and other office staff that create and support an atmosphere of mutual respect and trust.
- Work with vendors to resolve questions or concerns, as well as negotiate favorable payment terms when applicable.
- Assist in all department activities including coordinating daily and weekly check runs, preparing complex analysis and filing all paperwork.
- Identify opportunities for continuous improvement in the company's accounts payable processes, increasing accuracy and quality, while reducing cost and time.
- Have at least 5-10 years experience in a high volume, fast paced environment. Previous construction, manufacturing, and distribution experience are each strong pluses.
- Have proven effectiveness in a complex, dynamically growing, multi-site environment.
- Have the skills and experience appropriate for the role, but you don't rest on them. You continually learn, constantly grow, and devote yourself to ongoing personal and company improvement.
- Technologically fluent. You have intermediate computer skills, including Microsoft applications. You have experience using an ERP system.
- 5 Year experience with SAP system.
- A problem solver. You identify problems promptly, gather information skillfully, and resolve problems in a timely manner. You are decisive and exhibit sound and accurate judgment.



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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.
- 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.