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September 11th, 2018

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HVAC Installer Townhouse

Department: Fairfield HVAC Residential and Townhouses

Location: Dublin, Livermore, Fairfield, San Ramon, Brentwood, Dixon, Antioch, Tracy, Pleasanton, Martinez, Benicia, Pittsburg & Santa Rosa

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

- Mandatory 2 year of Heat experience
- Mandatory 2 year of Duct experience
- At least 3 to 5 years of Residential and Multi-Family Townhouse installation experience
- Mandatory Gutter 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 Installer

Department: Fairfield HVAC Residential

Location: Santa Rosa

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

- At least 3 to 5 years of Residential installation experience
- At least 2 years of Heat and Gutter 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 RSD Lead Installer

Department: Replacement Service Department

Location: San Jose

Description: Villara is currently seeking experienced HVAC 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 5 years of previous HVAC Install or Retro-fit experience
- Valid Driver's License & Clean Driving Record
- EPA Certification (Universal or Type II) is a MUST
- At least 5 years of lead/supervisory exp. Required
- Carpentry, plumbing and electrical experience
- Ability to lift at least 75 lbs.

Duct Blaster

Department: Air Conditioning Services

Location: Milpitas

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.
- Generate work orders, Record and log all applicable data.
- Make sure all the appropriate forms have been filled out completely and legibly
- EPA Certified (Universal or Type II)



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HVAC Commercial Installer

Department: HVAC Commercial

Location: Sacramento & Fresno

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

- 5 years of 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
- Must be proficient in duct work
- Installing snap lock, spiral, slip and drive and square duct up to 60"x30" in size
- Experience installing roof top units, VAVs and split systems up to 6 tons
- Use of standing S. duct mate, nuts and bolts to connect duct
- Run cooper lines and is able to braze and solder
- Experience in hospitals, prisons, high rises, restaurants or stadiums
- Able to work as a team or independently and is knowledgeable of the trade

HVAC Installer

Department: HVAC

Location: Sacramento

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

- At least 3 to 5 years of Residential installation experience
- At least 2 years of Heat and Gutter 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 Installer Apartments

Department: HVAC Apartments

Location: Santa Rosa, Santa Clara & San Jose

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

- At least 2 to 5 years of Apt 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

Start-Up Technician

Department: Air Conditioning Service

Location: Milpitas

Description: In this role, the individual will be responsible for performing first time furnace and A/C start up for residential homes. To qualify, ideal candidates will meet the minimum qualifications listed below:

- EPA Refrigerant Certification (Universal or Type II)
- Valid CA Drivers License and Insurable DMV Record
- Must have great analytical and troubleshooting skills
- Ability to read blueprints and charts and designs
- Able to lift at least 50 lbs. and work at a fast pace
- Technical school graduate
- Must be familiar with materials used in the process
- Previous start up experience preferred
- Prior construction experience is a A +

Plumbing Installers

Department: Plumbing

Location: El Dorado Hills, Elk Grove, Manteca, Sacramento & Dublin

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
- 3+ years of Plumbing Residential or Commercial installation experience
- Reliable transportation with the ability to transport tools from site to site



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- Setting finish/trim
- Valid Driver's License

Plumbing Service & Warranty

Department: Plumbing

Location: Milpitas

Description: Villara is currently seeking experienced service plumber for the Manteca and surrounding areas. This individual will repair and troubleshoot toilets, faucets, sinks, etc. To qualify, ideal candidates will meet the minimum qualifications listed below:

- At least 5 years of Plumbing experience (all stages rough, topout and finish)
- Able to solder copper pipe & fittings
- Able to operate a drill
- Will have his/her own trade tools
- Must have reliable transportation
- Must have the ability to lift at least 75 lbs.
- Will be able to read building codes
- Valid Driver's License & Clean Driving Record

Plumbing Estimator

Department: Retro Plumbing

Location: Sacramento

Description: Villara is currently seeking a qualified candidate who will work closely with our Project Manager to create competitive plumbing and fire estimates for our Single Family New Construction Division. The qualify8ing candidate must meet the minimum qualifications listed below:

- Ability to effectively organize and estimate multiple projects at one time while meeting deadlines.
- Analyze plans, specifications and other documentation to prepare time, cost, materials, and labor estimates.
- Accurately process information and enter data using estimating program.
- Strong writing skills and ability to communicate effectively.
- Obtain and review offers and quotes by subcontractors and/or vendors.
- Thoroughness and reliability
- Attention to detail
- Excellent organizational skills
- Microsoft Office (Word, Excel, Outlook) experience required
- Experience in plumbing or the construction field is a plus

Class C Driver

Department: Warehouse

Location: Sacramento

Description: Villara has a Class C Driver position opportunity. The ideal candidate will have the following experience:

- Class C driver's license.
- Active medical certification
- High School education or equivalent.
- Ability to use some hand tools such as a hammer.
- Must be able to work in various weather conditions.
- Must be able to read/comprehend, write, and communicate orally in English.
- Must be able to lift and carry up to 75lbs frequently and 100lbs occasionally.
- Must have a valid California Driver's License.

Central Order Processing Specialist

Department: COP

Location: Sacramento

Description: Villara Building Systems has an exciting opportunity for COP Specialist. The qualifying candidate must meet the minimum qualifications listed below:

- Intermediate Excel skills (basic formulas, use of excel forms with formula, aligning and printing large scale forms in an easy to understand format)
- Basic understanding of web based programs, SAP
- FoxPro system experience a plus
- Comfortable with using a computer for 8 hours a day and answering emails
- HVAC material, green tag & tri fab knowledge a plus
- Plumbing material and knowledge is a plus



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Lean Specialist

Department: Risk Management

Location: Sacramento

Description: The Lean Specialist shall be responsible for defining and establishing best practices to improve and maintain employee efficiency. This position is also responsible for managing industrial production processes, material flow, cost analysis and production coordination.

- Execute company strategy associated with implantation of Lean systems in a fast-paced environment; develop methods that assist in reducing waste without compromising quality to ensure increased efficiency and process responsibility.
- Organize, plan and deliver team training based on Lean principles; plan, execute and manage projects to completion through continuous improvement.
- Employ Lean methodologies and tools in order to accomplish business objectives.
- Define measurable goals and objectives for Lean activities.
- Bachelors of Science, Engineering; Business preferred.
- Previous continuous and/or Process Improvement project experience.
- Formal LSS training; GB Certification preferred.
- 3+ years of Engineering
- 1+ years of LSS training
- Lean Six Sigma Green Belt recommended
- Lean Six Sigma Black Belt preferred

Safety Supervisor

Department: Risk Management

Location: Sacramento

Description: Villara is looking for Safety Supervisor to join our Risk Management Team. This individual will be responsible for direct organization's safety programs. Formulate and suggest work safety standards, and enforces procedures. Risk prevention areas include hazardous materials exposure, accidents, fires, or other unsafe conditions. Meets OSHA and builder compliance and reporting requirements of federal or state regulations. Advises management on problem correction. Supervises safety support staff. The qualifying candidate must meet the minimum qualifications listed below:

- A 4 year degree plus 2-4 years relevant experience, or equivalent
- Previous experience working with OSHA requirements on construction job sites, and in warehouse and manufacturing operations
- Familiarization with OSHA and Cal/OSHA construction safety/job site safety requirements
- Physical requirements include the ability to lift 50 lbs., climb ladders & scaffolding, walk on roofs and wear appropriate safety gear when on the jobsite
- Previous experience in a corporate safety program, including the handling of safety inspections, training of safety programs, and the development of safety documents
- Demonstrated communication skills, particularly with presenting safety results to organizations & teams
- Proven leadership, supervision and facilitation skills

IT Business Analyst

Department: IT

Location: Sacramento

Description: Villara is currently seeking a qualified individual whose primary objective is helping businesses implement technology solutions in a cost-effective way by determining the requirements of a project or program and communicating them clearly to stakeholders, facilitators and partners. The IT Business Analyst gathers and translates business requirements as well as assists in integrations and acceptance testing, supports the development of training and implantation material, participates in the implementations and provides post-implementation support. The qualified candidate will be responsible for the following; working collaboratively with IT team and stakeholders to identify project requirements; assist, develop and maintain project requirements, schedules and management reporting; translate business problems and initiatives into technology specifications; provide business stakeholders with IT recommendations, addressing process improvements and meeting goals with the highest regard for information security; lead project groups through excellent communication and collaboration; prepare estimates and ROI for projects assigned; performs analysis on business area and automations applicability; research new construction related technologies; amend requirement and policy documents and other related duties as assigned. Below are the qualifications needed for this position:

- Educations, training and experience equivalent to the combination of a Bachelor's degree in Information Technology related field and 5 years progressively professional experience in Information Technology
- Experience and familiarity with technology systems as found in a mid-sized company. Preferably with: Remote access technologies such as VPN and Remote Desktop; SAP ERP; SQL databases; mobile technologies such as smart phones and tablets; cloud applications for desktops and mobile devices; network security systems and best practices as typically found in Windows networks
- Ability to manage, monitor and report on IT project progress
- Ability to facilitate teams to elicit requirements
- Familiarity with developing business cases and ROI analysis
- Ability to communicate effectively with business stakeholders, end users and field workers
- Thorough working knowledge of latest trends and practices in information technology
- Excellent communication skills, presentation and interpersonal skills are required



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- Able to establish and maintain effective key business relationships with both internal staff and external contacts
- Position requires the ability to effectively prioritize, juggle and manage numerous projects, initiatives and problem-solving activities
- Passion to improve business processes through the use of technology
- Proficient with MS Office products

System Administrator II

Department: IT

Location: Sacramento

Description: Villara is currently seeking a qualified individual who will be responsible for the overall health of Villara's enterprise computing environment. They will be part of the implementation and support team accountable for new and existing technologies. The candidate will also be responsible for preventative maintenance of datacenter infrastructure and related systems. Below are the abilities required for this position:

- Interact with information technology vendors to evaluate competing solutions
- Work with solution providers to resolve technical issues
- Manage support contracts and new purchases
- Occasional 24x7 support
- Some travel may be required (Bay Area)
- Education, training and experience equivalent to the combination of a Bachelor's degree in related information technology field
- Must have a minimum of 5 years Enterprise level experience in Informational Technology
- Must have VMWare, Microsoft Windows and Azure experience

Project Coordinator

Department: Plumbing

Location: Sacramento

Description: Villara is currently seeking a Project Coordinator who will be responsible for managing all administrative aspects of a project, including RFIs, submittals, subcontractor quotes, subcontractor contract administration, and communicating with customers. This individual must display a high degree of professionalism, organization and cooperation with customers and co-workers. Individual works closely with Estimator and Project Manager.

- Experience working in a fast-paced office environment
- Office/Business support background
- Proficiency with spreadsheets and software
- Ability to multi-task and prioritize work load
- Exceptional organizational skills
- Ability to manage multiple priorities, effective team player, self-motivated, quick learner
- Outlook Email, Excel, Word (MS Office products)

GPS & Routing Analyst. / Transportation Router (\$100 Referral) If interested ask your supervisor for more details

Department: Fleet

Location: Sacramento

Description: Reporting to the Fleet Manager, Fleet Routing role is to provide best-in-class loading / routing of materials to the respective warehouse or job site using TMW software's, DR Track, Direct Route, and GPS system software's daily. Individual must have knowledge in importing and exporting files from multiple programs such as SAP. Analyst will also create and format reports from multiple sources and brief the information within the report. Communicate with leads, supervisors, and managers in solving any issues that may arise. The ideal candidates will meet the qualifications listed below:

- Responsible for the coordination and completion of assigned routing & compliance related projects.
- Maximize utilization of equipment and drivers by using routing software.
- Maintain a high level of communication with each lead contact to ensure complete customer satisfaction.
- Perform all tasks related to operating the fleet routing software for deliveries and HVAC services and reviewing the route data for accuracy.
- Distribute the dispatch routing and all related information back to SAP in an accurate and timely manner.
- Maintain computerized special reporting of fleet costs and recommend route enhancements to initiate fleet cost savings.
- Participate in calls to communicate and address routing issues.
- Record, maintain, and communicate routing reports.
- Responsible for ensuring routes are performed within tolerances set each year during planning phases.
- Import and export files needed to create one excel report. Able to format and formulate within excel (i.e pivot tables)
- Complete additional job related tasks and responsibilities, requested by Supervisor.
- High school diploma or GED required.
- Experience in the following applications- SAP, DR Track, Direct Route, Teletrac GPS.
- Previous background in fleet dispatching and routing internal fleet desired.
- Professional phone skills and etiquette.



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- Strong organization skills with the ability to prioritize and meet deadlines.
- Self-motivated, resourceful, disciplined, a strong work ethic, commitment to quality, ability to work in a fast paced environment.
- Technical knowledge in MS Office Suite (e.g. Access, Excel, Word, and PowerPoint).
- Technical knowledge with mapping programs.
- Customer Service focused
- Must have clear communication skills including written, verbal and interpersonal skills.
- Strong analytical ability and team player mentality.
- Multi-task orientated, efficient and accurate under pressure.
- Ability to regularly interface with middle management