

Job Description HVAC Technician



Job Title: HVAC Technician

Work Hours: 7:00am to 4:00pm - Rotational Night/Weekend Emergency Call Schedule - Overtime when needed based on workflow

Primary Job Function: Installation, maintenance and repair of HVAC in Commercial & Residential establishments.

Reports to: HVAC Service Manager

Required Qualifications:

- Proven work experience as an HVAC technician or similar role.
- Valid driver's license and clean MVR.
- Must be able to pass a background check.
- Must be drug-free and able to pass new-hire and random drug screenings.
- Proficient electrical and mechanical diagnostic skills.
- Proficient in reading schematics & work plans.
- Refrigeration License
- Excellent written verbal & interpersonal skills.
- Ability to follow written and verbal directions as given
- Ability to follow Safety Guidelines:
 - Safely work with heights and in tight working conditions from extension and step ladders and lifts.
 - Ability to operate power and hand tools safely.
 - Ability to use safe lifting procedures
 - Ability to use full range of body motion: climbing, balancing, stooping, kneeling, reaching, lifting, bending and twisting.

Daily, Weekly, Monthly, Yearly Duties:

- Purchase required hand tools as needed
- Work rotational, on-call, Emergency Service schedule as well as over-time when needed.
- Arrive at job site at scheduled time and location as dispatched.
- Operate and Maintain company vehicle as needed.
- Follow instructions from Manager and carry out in a timely manner.
- Report problems with company tools or vehicle promptly.
- Maintain professional appearance and attitude at all times.
- Interpret various technical data such as pressure & temperature.
- Troubleshoot defective HVAC systems and equipment to make diagnoses and repairs.
- Perform preventative maintenance, site surveys, replacements and modifications as needed or requested by customers.
- Perform emergency repairs promptly and efficiently.
- Conduct performance test with specialized tools & adjust system settings.
- Perform repairs, overhauls, and start-ups of commercial HVAC systems.
- Discuss options, needs and performance of HVAC systems with clients.
- Complete paperwork on all work orders and collect from clients.
- Maintain up to date operation and service manuals as well as keeping up to date on product knowledge.
- Attend and participate in employee meetings, trainings.
- Categorize and organize truck inventory to limit unnecessary losses.
- Maintain positive communication and team-work skills with Contractors, Homeowners, Vendors, Managers, Co-Workers and other Sub-Contractors on job sites.
- Ensure compliance with appliance standards and with Health and Safety Act.

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Performance Indicators:

Certain key business indicators that will measure the effectiveness of the HVAC Installer Apprentice. These include the following:

- Number of times work orders are not completed.
- Number of callbacks on workmanship.
- Cleanliness and organization of work site and work vehicle.
- Accuracy of paperwork including time cards.
- Number of times the wrong diagnosis or incorrect repairs made.
- Number of tool/equipment breaks due to lack of maintenance or proper use.

Working Conditions:

Varying work conditions exist with this position. Uncontrolled environments included with this position are: Job Sites in various phases of construction, Highways/Roadways used with Company Vehicles, Homes owned by Customers including various and intrinsic hazards, Exposure to Weather Conditions.

Acknowledgment:

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that this job description is not an employment contract, and that it may be changed at any time based on business needs.

Signature: _____ Date: _____
Employee

Signature: _____ Date: _____
Company Representative

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