



HVAC Technician Job Description

Division/Department: Facilities

Reports to: Facilities Supervisor

Level/Grade:

Type of position:

Full-time Contractor
 Part-time Intern

Exempt
 Nonexempt

General Description:

- Install, maintain and repair heating, ventilation, and cooling units for 140,000 plus square foot refrigerated storage cooler and office buildings. Diagnose and repair of electronic, mechanical and electrical components of these systems.
- Be available to work throughout the several building job locations in service area, and work with facilities and operations team to ensure schedule is maintained and delays are properly communicated to operations director and management.
- Be available to work nights or weekends, on a rotating basis, to service emergency needs of our customers.
- Maintain good working order of company tools and or parts including refueling of equipment as necessary, reporting any mechanical issues, and filling out and submitting monthly equipment inspection form. Equipment should be properly maintained and or washed on a regular basis.
- Maintain proper stock, parts, tools, and safety equipment for repairs.
- Maintain and submit monthly mileage log forms if purchases are required to be made on behalf of the company.
- Understand Company quoting process for parts and or repairs for pricing and generate appropriate proposals for jobs. Obtain sign off signature for parts over \$500.00 by operations director and or management before completion of repair. Obtain correct vendor information including email address for accounting purposes.
- Document all installed equipment upon arrival: make, model, serial number, type of fuel, necessary test measurements, and pictures as necessary.
- Diagnose diverse service issues, obtain any replacement parts, calibrate system to manufacturer's recommendations, and explain fully to director of operations and or management what the issue is and what is needed to correct.
- When offered participate in company provided training opportunities on latest industry technologies.
- Identify and report to director of operations and or management potential opportunities for additional upgrades for the business (newer system, service contracts and additional services).

Work experience/Qualification requirements:

- Five to seven years' experience in installation, maintenance, and troubleshooting and correcting diverse HVAC service issues.
- Good analytical skills and attention to detail with ability to read and interpret blueprints, plans, and manuals.
- Excellent customer service skills with desire to exceed customer expectations.
- Ability to work independently in a timely manner, making sure job is done correctly the first time.

Other Requirements:

- Well groomed, neat appearance.
- Valid driver's license and clean driving record.
- Valid social security number.
- Must be able to pass drug test(s) as required by company.
- Lift up to 75 pounds; be able to push, pull, carry or maneuver heavier items (with additional manpower or appropriate devices); carry ladders; work from heights, work in small crawl spaces.
- Observe all company guidelines and procedures for safety rules.
- Maintain accurate records and send to operations manager for approval prior to payroll when required.
- Other facilities repair duties to be assigned as business requires.
- Work as part of our team to ensure efficient customer satisfaction.

Employee Name:

Employee Signature:

Date of Hire:

Date Signed:

Dept. Manager Name:

Dept. Manager Signature: