

# Control Service Center Job Description

**Job Title:** HVAC Technician

**Classification:** Full-time, hourly, non-exempt, non-seasonal

**Salary and Benefits:** Competitive compensation plan. Benefits include: Vacation Pay, Holiday Pay, Health Insurance, Tax-deferred retirement Plan with matching. Company provided work van.

**Job Relationships:** Directly reports to the Service Manager. Supervises none.

**Position Summary:** Provides a variety of skilled tasks related to maintenance and repair of heating, ventilation and air conditioning systems in commercial and residential settings.

## **Duties and Responsibilities:**

### HVAC Maintenance and Repair

- Install, clean and maintain mechanical, electrical and electronic components such as motors, compressors, pumps, fans, ducts, pipes, thermostats, and switches that are part of HVAC systems.
- Perform HVAC controls system maintenance per customer's needs and to maximize system efficiency. Troubleshoot operational problems with HVAC controls systems to bring system back to engineer's specifications and customer's needs.
- Maintain, diagnose, and correct problems with HVAC components using specialized tools and test equipment.
- Works with a variety of hand tools and small equipment safely and effectively.
- Ensures that all service assignments meet necessary regulations, compliance standards, and building codes.
- Responsible for accurately notating work orders with full description of service performed and recommendations made.
- Responsible for completing daily log of time and parts used, including retaining and submitting vendor receipts.
- Works closely with Service Manager to prioritize workflow and schedule of day.
- Communicates to Office Manager when supplies are low.
- Responsible for maintaining work van, reporting maintenance needs to Service Manager. Maintaining parts inventory and neat, orderly professional appearance of work vehicle.

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## Client Service and Operational Support

- Represents the company in a professional and courteous manner at all time. Provides quality service to clients, vendors, and employees.
- Follows established safety guidelines, attends safety meetings, and takes immediate action to report safety incidents concerns.
- Informs the management team of developments that may affect projects, service agreements, or the company including project progress, client concerns, and personnel issues.
- Attends necessary training to maintain required certifications and enhance knowledge of most current products.
- Assists with warehouse management including stocking, cleaning, and annual inventory. Responsible for keeping warehouse in neat, orderly fashion.
- Works independently and as part of a team. May assist with new staff orientation.
- Performs all other special projects or duties as assigned.

## **Qualifications:**

Must have high school diploma or equivalent. Appropriate specialized training in HVAC or HVAC experience is mandatory. Candidate must have strong electrical background in troubleshooting and repair of electrical / electronic control devices and circuits. Candidate must have and maintain valid Colorado driver's license free of major infractions. Candidate must possess Universal EPA Certification. Successful candidate must possess excellent communication skills, both verbal and written.

## **Knowledge and Skills:**

Candidate must understand the principles and practices of HVAC maintenance and repair, hazard and safety practices common to the trade. Candidate must have knowledge of HVAC controls and safety devices; appropriate MSDS sheets; tools of the trade; materials and refrigerant recovery equipment and procedures used in installing, repairing and maintaining HVAC systems. Must understand airflow and refrigerant circuits. Must be able to read and follow blueprints. Experience with sheet metal and plumbing helpful.

Employee is responsible for providing and maintaining tools and test equipment necessary to perform the essential functions of the job.

## **Working Conditions:**

Work is performed in a variety of settings including confined spaces, basements, attics, outdoors, rooftops, and construction site environments. Work may occur outdoors during inclement weather. May be required to ascend ladders, and work with electrical wiring and exposed sheet metal. Work environment may expose employee to dust, fumes, high voltage, and toxic materials. Position requires heavy lifting, bending, stooping, kneeling, crawling, walking, and standing for prolonged periods of time. Rotating on-call overnight, holiday and weekend shifts required. May be required to work uncommon hours; subject to recall in emergency situations.

## **Control Service Center:**

- Is an At-will employer
- Is an equal opportunity employer