



Job Title: HVAC Service Technician

FLSA Class: Non- Exempt

Department: HVAC

Pay Type: Hourly

Reports To: HVAC Service Manager

Status: Full-time

Benefits Include:

- Health, dental, vision, 401-K, and profit sharing for all full-time employees.
- Paid holidays after 60 days of employment.
- Employee referral bonuses.

Summary

The HVAC service technician position is responsible for maintaining and troubleshooting heating and air systems for both residential and commercial settings.

Required Experiences:

- Preferred: at least 2 years of HVAC experience
- Basic computer skills
- EPA Certified
- Strong troubleshooting and problem solving skills, organizational skills, and communication skills.
- Clean driving record and valid driver’s license.
- Excellent attention to detail and time management.

Essential Duties and Responsibilities:

- Conduct daily safety briefings.
- Maintain safe working conditions at all times.
- Maintain condition, functionality and use of proper PPE (Personal Protective Equipment) at all times.
- Diagnose, troubleshoot, and repair all types of air conditioners, furnaces, heat pumps, and humidifiers in residential and commercial settings.
- Perform routine maintenance on equipment and determine when and what kind of maintenance is needed.
- Conduct tests and inspections of products, services and processes to evaluate quality or performance issues.
- Adjust system controls to settings recommended by manufacturer to balance systems.
- Follow blueprints and/or manufacturer’s specifications on repair and maintenance.
- Effectively diagnose and repair electrical, mechanical, refrigerant and hydronic components of Commercial and Industrial HVAC systems in a timely manner.



Essential Duties and Responsibilities:

- Maintain high level of understanding for maintenance and repair of heating, ventilation, and cooling units for both commercial and industrial applications.
- Travel to job sites in service area, and work with dispatch to ensure schedule is maintained and delays are properly communicated to customer.
- Be available to work nights or weekends, on a rotating basis, to service emergency needs of customers.
- Maintain good working order of company vehicle including refueling as necessary, reporting any mechanical issues, and filling out and submitting monthly vehicle inspection form. Vehicles should be washed on a regular basis.
- Maintain proper stock, parts, tools, and safety equipment in the vehicle.
- Maintain good communication to supervisor and submit time on a daily basis.
- Document all equipment provided with service, including: make, model, serial number, power, necessary test measurements, and pictures as necessary.
- Participate in company provided training opportunities on latest industry technologies.
- Identify and report to owner potential opportunities for added value and additional business (newer system, service contracts, and additional services).
- Be proactive for our customers and be able to offer options.
- Look for opportunities to upgrade our customers to newer, more efficient equipment.
- Be available to work after hours.
- Other Duties as required or assigned by leadership team.
- **Demonstrate and attain CDL Core Values:**
 - Safety
 - Accountability
 - People
 - Excellence
 - Integrity
- **Demonstrate and attain CDL Core Focus**
 - Customer Satisfaction

Physical Demands:

- Standing, walking, bending, kneeling and/or sitting for long periods of time
- Climbing ladders to reach ceilings and other high objects
- Push/Pull/Lift/Moving 50 pounds repeatedly
- Working in adverse weather conditions

Signature

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____

Date: _____

Employee Print Name: _____