

HVAC TECHNICIAN

Reports to: Director of Property Maintenance

Classification: Non-Exempt

Date:

Approved:

JOB SUMMARY:

Under the direction of the HVAC Foremen, maintains and repairs heating, ventilating, and air conditioning equipment necessary for operating commercial buildings. Works as part of a team within Property Maintenance Department on all aspects of HVAC for this commercial real estate developer.

ESSENTIAL FUNCTIONS:

1. Under the direction of the HVAC Foremen, maintains and performs preventive maintenance on HVAC equipment; adjusts and calibrates as required.
2. Responds to customer issues regarding HVAC equipment and adjusts and repairs as necessary.
3. Performs all repairs on pumps, compressors, and centrifugal equipment.
4. Performs tests on water systems tied in with HVAC.
5. Performs diagnostics and repairs on rooftop equipment as required.
6. Meets with governmental inspectors, property insurance and loss control inspectors, and provides tours of equipment and facilities as required.
7. Performs inspections on equipment as required for State permits.
8. Performs electrical and pipefitting repairs to HVAC systems.
9. Performs physical inventory of all HVAC parts and equipment for all company owned buildings and facilities.
10. Responsible for cooperating with all aspects of the health and safety program, including compliance with all rules and regulations and for practicing safety while performing duties at all times.
11. May be required to return to work after regular hours of operation if major problems with HVAC equipment are encountered on off-shifts or weekends.
12. Assists other departments whenever necessary on special projects and routine maintenance.
13. Assists in the achievement of departmental and Company goals.
14. Documents, files, receives proposals, processes invoices, and handles all administrative functions associated with the position.

QUALIFICATIONS:

1. Type I and Type II Refrigerant Certifications.
2. Mechanical aptitude acquired through vocational school or work experience.
3. Considerable physical effort of arms and hands, ability to climb interior and exterior ladders.
4. Ability to lift and or push up to 60 pounds.
5. Excellent customer service skills with the ability to work with a diverse group of coworkers, vendors, and customers.
6. Proficiency in construction terminology.
7. Ability to review construction plans and specifications for mechanical systems.
8. Ability to work under pressure in an organized and efficient manner.
9. Ability to follow through on work assignments in a timely, organized and detailed manner.
10. Ability to coordinate internal and external teams to accomplish deadline driven goals.
11. Ability to establish quick, short term relationships with customers that create long lasting impressions; meet and greet personality traits; considerable tact and human relation skills in interacting with all levels of management and field personnel.

12. Must have excellent problem-solving abilities and tact.
13. Must have strong business English skills, with strong status report writing abilities.
14. Ability to sit at a desk or table for up to 4 hours at a time.
15. Professional appearance; grooming and dress consistent with desired corporate image for this position.
16. Prompt arrival and regular attendance at work.
17. Valid state motor vehicle driver's license in good standing.

SKILLS:

1. Computer skills; proficiency in Microsoft Office Suite preferred.
2. Working knowledge of or the ability to learn Work Speed.

The statements contained herein reflect general detail as necessary to describe the essential functions of the job, additional job duties that may be required from time-to-time, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may be required to and must be willing to perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the Company's workload and meet customer needs.

This coworker is responsible for cooperating with all aspects of the Company's health and safety programs, including full compliance with all rules and regulations, and for practicing safety while performing duties at all times. This coworker follows all policies and procedures formulated by the Company and communicated to the workforce.

The existence of this job description does not modify the employee's "at-will" status. That is, unless a signed employment contract specifying a term of employment exists between the Company the coworker or his/her representative, signed by the President of the Company, both the Company and the coworker have the right to terminate the employment relationship at any time, with or without reason or notice, unless otherwise prohibited by law.

Acknowledgment

By signing below, the coworker agrees to perform the above stated tasks as necessary. In addition, the coworker agrees to advise the Executive Director of Human Resources if the job description is inaccurate, if the essential job functions are modified, or if any other change to the coworker's position impacts this job description.

Name

Date

Witness Name/Title

Date