

Position Title: HVAC Tech/Installer

Department: Mechanical

Reports to: General Manager, Mechanical Division

Created by: MHD, HR MGR

Category: Non Exempt

Status: Approved

Pay Grade: 8

Position summary:

Installation of natural gas, oil fired furnaces, boilers, air conditioners, and heat pumps. Have a thorough understanding of electrical power and control circuits.

FT/PT/Flex Time eligible position.

49-9021.00 OCC Code

Responsibilities:

- Completes all required paperwork thoroughly in a timely manner.
- Read and understand blue prints
- Understand wiring diagrams
- Be able to fabric sheet metal, ducts, and fittings
- Maintains stock inventory of items needed for preventative maintenance on truck
- Cut and drill holes in floors, walls, and roofs to install equipment.
- Fabricate, assemble and install duct work and chassis parts.
- Keep truck in a neat and orderly fashion clean inside and out. Notify manager of any mechanical issues.
- Test electrical circuits and components using electrical test equipment.
- Install auxiliary components to heating-cooling equipment such as discharge valves, air ducts, pipes, blowers, dampers, and flues.
- Other duties as assigned.

Skills Required:

- Active Listening-Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Time Management-Managing one's own time and respectful of the time of others.
- Basic plumbing skills
- Public relation skills
- People oriented
- Basic carpentry skills
- Electrical skills-electrical troubleshooting of power and control circuits.
- Electrical, volt, Ohm, amp, reading refrigerant gauges, using basic hand tools, using leak detectors, and using basic power tools.
- Safety Oriented
- Oral and written communication skills
- Detail Oriented

- Soldering Skills
- Following directions

Experience and Education: High School Diploma or Equivalent required

Trade School Preferred

Obtain and maintain required certification

Valid Driver's License

Experience: A minimum of 2-3 years in HVAC industry

Physical Requirements: Physical strength to lift and carry up to 50lbs, occasionally 100(+)

Physical and mental awareness to safely operate a motor vehicle

Physical mobility to occasionally climb 24-26ft. ladder to grasp and retrieve items

Physical mobility to climb on a roof, crouch under equipment, and crawl under cabinet.