



Commercial & Residential Services since 1954

*License #PC659007, MB673406, EA659286*

## **JOB DESCRIPTION**

### **HVAC SERVICE TECHNICIAN**

#### **JOB PURPOSE**

The HVAC Service Technician is responsible for completing day-to-day HVAC service calls and assisting in HVAC projects.

#### **JOB SCOPE**

The HVAC Service Technician is to report to the HVAC Manager and Assistant Manager and is responsible for the specific job he is assigned.

#### **JOB RESPONSIBILITIES**

- Organization
- Meet deadlines
- Communication
- Prepare order list
- Set goals daily
- Must maintain current driver's license and be insurable
- Perform work according to the Mechanical code
- Customer service
- Maintain licenses and continuing education
- Help train new employees and grow existing employees with labor-saving ideas

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge**

The HVAC Service Technician must have proficient knowledge in the following areas:

- Knowledge of HVAC equipment and tools
- Ability to maintain a schedule
- Ability to adjust to various workloads
- Knowledge of day-to-day work environment

## **Skills**

The HVAC Service Technician must demonstrate the following skills:

- Team building skills
- Problem-solving skills
- Decision-making skills
- Effective verbal and listening communication skills
- Attention to detail skills
- Organizational skills
- Stress management skills
- Time management skills
- Coordination with other trades
- Material handling (returns and orders)
- Fill out project log books
- Follow job site safety requirements

## **PERSONAL ATTRIBUTES**

The HVAC Service Technician must demonstrate the following personal attributes:

- Honest and trustworthy
- Respectful
- Sound work ethics
- Work well with others
- Good interpersonal skills
- Flexibility

## **PHYSICAL DEMANDS**

The HVAC Service Technician will experience working conditions that may include hot and cold days in the field—lifting conditions maybe up to 100 pounds.

## **MENTAL DEMANDS**

There are several deadlines associated with this position, which may cause significant amounts of stress.

## **PERFORMANCE REVIEWS**

The HVAC Service Technician will be on probation for the first six months of work, and after the probationary period, they will be considered full-time and be able to receive the benefits package. The HVAC Service Technician will receive a performance review yearly on their anniversary date, and their success will be based on the following criteria:

- Ability to start, finish, and manage projects without guidance
- Development of processes and tools that streamline operations and cut cost
- Customer satisfaction
- Work ethic

## COMPENSATION PACKAGE

<b>Salary</b>	TBD based on experience
<b>Status</b>	Full-Time 4 days a week
<b>Employee health insurance</b>	50% of employee plan
<b>Simple IRA</b>	Match up to 3% of Salary
<b>Tablet</b>	Yes
<b>Vehicle access</b>	Yes
<b>Vacation and Holiday Pay</b>	

### **Additional Compensation:**

- Ron's Plumbing, HVAC and Electric will cover all expenses if you are to be traveling (Fuel, Room, vehicle, and maintenance)
- Clothing & Tool allowance
- Company cell phone plans for family at reduced cost