



Commercial & Residential Services since 1954

## **JOB DESCRIPTION**

### **HVAC Service Apprentice Technician**

#### **JOB PURPOSE**

The HVAC Technician is responsible for troubleshooting service calls from residential to commercial settings.

#### **JOB SCOPE**

The HVAC Technician is to report to the HVAC Manager and is responsible for the specific job they are assigned to.

#### **JOB RESPONSIBILITIES**

- Provide 100% customer satisfaction – ability to talk to customers
- Service residential and commercial HVAC equipment
- Diagnosing and providing solutions
- Furnace and AC repair
- Perform combustion analyzer test
- ERV repair
- Heat pump repair
- Gas pressure testing
- Must maintain current driver's license and be insurable

- Perform work according to the Mechanical code
- Maintain licenses and continuing education

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

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

- Knowledge of HVAC equipment and tools
  - Vacuum pump
  - Pressure gauges
  - Reclaimer machine
  - Combustion analyzer
  - Electrical meter
  - Monometer

### **Skills**

The HVAC Technician must demonstrate the following skills:

- Team building skills
- Problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Attention to details skills
- Organizational skills
- Stress management skills
- Time management skills
- Coordination with other trades
- Material handling (returns and orders)
- Complete project documentation
- Follow job site safety requirements

## **PERSONAL ATTRIBUTES**

The HVAC 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 Technician will experience working conditions that may include hot and cold days in

the field. Lifting conditions may be 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 Technician will receive regular performance reviews, 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>	\$ 20.00-35.00 an hour based on experience
<b>Status</b>	Full Time
<b>Employee health insurance</b>	75% of employee plan
<b>Simple IRA</b>	Match up to 3% of Salary after 60 days
<b>Tablet</b>	Yes
<b>Vehicle access</b>	Yes, when appropriate
<b>Cell phone</b>	Yes, when appropriate
<b>Schedule</b>	4-day work week, 7 am – 4:30 pm or later
<b>On Call</b>	Yes, when appropriate
<b>Vacation</b>	10 days after 6 months
<b>Holidays</b>	8 paid holidays per calendar year

### **Additional Compensation:**

- Tool bonus, \$500 allowance to update tools for the company, for your vehicle or job site
- Continuing education classes will be provided at Ron's Plumbing, HVAC and Electric's expense.
- Ron's Plumbing, HVAC and Electric will cover all expenses if you are to be traveling (Fuel, Room, vehicle and maintenance)
- Clothing allowance of \$300 per year for t-shirts, sweatshirts, jackets, hats, boots, gloves and safety apparel