



## Job Description for HVAC Technician

Department: Building Solutions Group  
Reports To: Service Manager or Director, Building Solutions Group  
FLSA Status: Non -Exempt  
Supervises: N/A  
Approved By: Eric Doll  
Approved Date: January 16, 2109

### Summary of Responsibilities

Utilizes advanced skills to perform complex preventive maintenance and corrective repair of buildings, industrial systems and equipment. Working under limited supervision, monitors building system operations and performance. Utilizes several trade skills such as heating, cooling, plumbing and electrical.

### Key accountabilities

Supporting the customer's business objectives by completing work requests and tasking lists through an understanding of their business needs.

### Essential Job Functions

- Complies with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety.
- Inspects HVAC systems to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client.
- Reviews assigned work orders. Estimates time and materials needed to complete repair. Maintains inventory of adequate supplies and tools, orders necessary materials to complete all tasks.
- Consults with clients to schedule preventive maintenance and other downtime to minimize business interruption and inconvenience.
- Implements a preventive maintenance program to ensure that building machinery and systems meet or exceed their rated life.
- Performs assigned repairs, emergency and preventive maintenance. Completes maintenance and repair records as required.
- Responds quickly to emergency situations, summoning additional assistance as needed.
- Completes all required safety, vehicle and other corporate reporting in a timely manner.
- Serves as the on-call Maintenance Technician as a part of a holiday rotation, responding to emergency and after hours maintenance calls.

*Employees may be asked to perform other tasks not listed in the essential job functions.*

## **Qualifications and Experience**

- Associate's degree (AA) or equivalent from two-year college or technical school and minimum of two years' experience in complete building operations. Or equivalent combination of education and experience.
- Universal CFC certification required.
- Excellent written and verbal communication skills.
- Strong organizational and analytical skills.
- Ability to provide efficient, timely, reliable and courteous service to customers.
- Ability to effectively present information.
- Valid driver's license and clean driving record.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The position is considered to have moderate physical demands that require the incumbent to communicate orally, hear at a conversational level and perform job tasks requiring the use of a variety of general shop equipment, power tools, eye protection and safety gloves.

While performing the duties of this job, the employee will be required to frequently grasp, pinch and manipulate objects with his/her fingers. Frequently the employee will be required to stand, walk, turn/twist, bend, reach, kneel, squat, crawl, and climb.

The lifting and carrying requirements of the job require the employee to lift and carry 60-75 pounds.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly subject to office, industrial, warehouse and retail environments.

While performing the duties of this job, the employee is regularly subject to various property office environments. The temperatures at the properties can vary and the incumbent may be subject to seasonal outdoor temperatures. The noise levels in the work environments vary from low to moderate. Travel requirements will make it necessary to drive (day and/or night).