



**JOB DESCRIPTION**

**Position:** HVAC Service Technician  
**Reports to:** Branch Operations Manager  
**Status:** Full-time, Hourly Non-Exempt

**ESSENTIAL FUNCTIONS- include and are not limited to:**

- Possess a valid driver’s license.
- Report to work as scheduled and work overtime as necessary and participate in a rotating on-call schedule.
- Maintain the knowledge and ability to install a minimum of two (2) of the following; furnace, boiler, water heater or air conditioning system fired by a minimum of one (1) of the following; fuel oil, propane or natural gas in a routine residential environment.
- Maintain the knowledge and ability to perform cleanings and repairs on a variety of furnace, boiler, water heater and related components.
- Maintain the knowledge and ability to assist with the installation of a variety of; furnaces, boilers, water heaters and air conditioning systems.
- Maintain the knowledge and ability to perform related plumbing and electrical work.
- Maintain the knowledge and ability to perform efficiency and combustion tests.
- Collect monetary payment from customers when necessary.
- Maintain safety and compliance records 100% of the time.
- Be capable of maneuvering equipment and materials in excess of 300 pounds with use of proper mechanical devices and/or additional man power.
- Possess the ability to operate various instruments such as multi meters and combustion analyzers.
- Must be able to successfully complete a pre-functional evaluation.
- Must be able to successfully complete a pre-employment drug screen.
- Adhere to company policies and procedures 100% of the time.

**RESPONSIBILITIES- include and are not limited to:**

- Maintain the knowledge and ability to perform cleanings and repairs on a variety of HVAC equipment.
- Maintain the knowledge and ability to perform related plumbing and electrical work.
- Maintain the knowledge and ability to perform efficiency and combustion tests.
- Abide by all safety and environmental Company policies and procedures.
- Abide by all related traffic and environmental Laws and Regulations.
- Perform daily inspection of Company vehicle and report results to Service Coordinator.
- Maintain clean and well-kept Company vehicles.
- Provide quality customer satisfaction to all customers and business contacts.
- Provide team work attitude with all employees and comply with the company dress code 100% of the time.
- Accurately complete all necessary paperwork on a timely basis.
- Attend all applicable Company provided in-house and out-source training.
- Exchange trade related knowledge and information with all employees.
- Comply with company dress code 100% of the time.
- Maintain confidentiality 100% of the time in regards to customer and company information.
- Reports to work with minimal absenteeism or tardiness.
- Attend job related training and informational seminars as requested.
- Performs other job related activities and special projects as assigned.

**QUALIFICATIONS AND SKILLS- include and are not limited to:**

- CTEP qualifications-if not currently certified will need to obtain within 1 year of employment and maintain these certifications.
- EPA Refrigerant certification-if not currently certified will need to obtain within 1 year of employment and maintain these certifications.
- Prefer minimum of 2 years’ experience as an HVAC Service Technician and/or completed MEP HVAC Apprenticeship.

The list of requirements, duties and responsibilities is not exhaustive but is merely the most accurate list for the current job. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change. (For example, emergencies, changes in personnel, workload or technical development.)

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Supervisor

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date