

## **Job Description - HVAC Service Technician – Entry Level**

DEPARTMENT: Service

PURPOSE: Train in and perform Industrial HVAC Service Technician duties. Serves customers by installing and servicing HVAC and Hydronic & Forced Air systems. Works in a safe manner and keeps the work area clean.

### **Essential Duties and Responsibilities:**

- Serves existing accounts by analyzing work orders, investigating complaints; conducting tests; resolving problems
- Establishes service by studying system requirements; ordering and gathering components and parts; completing installation; performing acceptance tests
- Maintains rapport with customers by examining complaints; identifying solutions; suggesting improved methods and techniques; recommending system improvements
- Documents service and installation actions by completing forms, reports, logs, and records
- Maintains customer confidence by keeping service information confidential
- Must be willing to cross-train
- May be called out at odd hours or must work long hours in case of emergency
- Must be willing to travel
- Must be able to solder and braze

### **Qualification/Skills:**

- Excellent blueprint experience
- Knowledge of HVAC equipment both heating & refrigeration, air distribution, & hydronic piping
- Controls both hardware & software applications
- Excellent math skills
- Excellent mechanical aptitude
- Good communication and reasoning skills
- Good electrical skills
- Good controls skills
- Good testing and balancing skills
- Must have a valid driver's license and be insurable to drive

### **Education and Experience:**

- High School Diploma or equivalent – Required
- Currently pursuing or recently completed a degree/certification of an HVAC Technician - Required
- Willingness to continue education and training in the Industrial HVAC field – Required
- 1+ year experience as an HVAC Service Technician - Beneficial

**Physical/Environmental/Work Requirements:**

- Must be able to: Stand or walk for long periods of time during the regular workday; use arms and hands to reach for, handle and manipulate objects; lift and carry materials weighing 50 to 100 pounds; climb up and down ladders, work at high heights, scaffolds and other climbing devices; carry tools and equipment; work while in stooped, kneeling, crouched, and crawling positions; be able to see naturally or with correction, to safely perform designated tasks
- Must be able to: Perform assigned tasks under all types of environmental and weather conditions including severe cold, extreme heat, wet or dry weather, and high winds. Environmental conditions may include areas where toxic or caustics chemicals or fumes are in use or being stored May be required to operate or work around power tools

**Job Type: Full-time**

Experience: HVAC: 1 year (Preferred)

Education: High school or equivalent (Required)

License: Wisconsin Drivers License (Required)

HVAC Technician (Preferred)

Work Location: Multiple locations

**Benefits:**

Health insurance

Dental insurance

Vision insurance

Retirement plan

Paid time off

Professional development assistance

Typical start time:

6AM

Typical end time:

3PM

Pay Frequency:

Weekly

Schedule:

Monday to Friday

Weekends required

Day shift