



Job Description HVAC Service Technician (Residential Only)

Duties:

- Maintain and repair heating, ventilation, and cooling units for residential customers.
- Install equipment, ducting and electrical related to HVAC.
- Diagnose and repair of electronic, mechanical and electrical components of these systems.
- Travel to job sites in service area, and work with dispatch to ensure schedule is maintained and delays are properly communicated to customer.
- Be available to work nights or weekends, on a rotating basis, to service emergency needs of our customers.
- Maintain good working order of company vehicle including refueling as necessary, reporting any mechanical issues, and filling out and submitting monthly vehicle inspection form.
- GREAT customer service skills. Ability to interact with homeowners, collect money and relay information clearly.
- Maintain proper stock, parts, tools, and safety equipment in the vehicle.
- Understand company pricing and generate appropriate customer invoice at job site.
- Complete work orders on job site and obtain customer signature at completion of job and collect payment. (some jobs may be billed, check with dispatcher prior to leaving job site)
- Document all installed equipment upon arrival: make, model, serial number, type of fuel, necessary test measurements, and pictures as necessary.
- Diagnose diverse service issues, obtain any replacement parts, calibrate system to manufacturer's recommendations, and explain fully to customer what the issue is and what is need to correct.
- Participate in company provided training opportunities on latest industry technologies.
- Identify and report to owner potential opportunities for additional business (newer system, service contracts, and additional services and/or recommendations).

Skills:

- Two+ years' experience in installation, maintenance, and troubleshooting and correcting diverse HVAC service issues. (including electrical experience and troubleshooting abilities)
- Good analytical skills and attention to detail with ability to read and interpret blueprints, plans, and manuals.
- Excellent customer service skills with desire to exceed customer expectations.
- Ability to work independently in a timely manner, making sure job is done correctly the first time.

Pay starts at \$24.00 for experienced employee. Medical Benefits, Dental and Vision offered after 90 days. Vacation pay after one year of employment. Please email resume to Performance5011@yahoo.com (please be sure to include references that can be verified in order to be considered)