

McGilberry Mechanical Heating & Cooling, Inc.

HVAC TECHNICIAN

Purpose Statement

The job of HVAC Technician was established for the purpose(s) of providing HVAC services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading HVAC systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to HVAC Foreman.

Essential Functions

- Coordinates with assigned foreman and/or other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses cause of problems and/or failures in heating/cooling systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Inspects HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Prepares and collects ALL parts and materials necessary for HVAC equipment installations.
- Installs heating and cooling equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
- Manage quality and consistence of product and service delivery.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance as needed for ensuring the ongoing functioning of HVAC systems.
- Prepares written materials (e.g. repair status, activity logs, timesheets, etc.), including, but not limited to, parts/equipment warranty materials for the purpose of warranty reimbursements, documenting activities and/or conveying information.
- Repairs heating and air conditioning systems and/or components (e.g. pumps, motors, air handlers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.

JOB DESCRIPTION

McGilberry Mechanical Heating & Cooling, Inc.

- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for ensuring the availability of materials required at job site.
- Promote the company and the brand wherever possible.
- Present and sell company products and services to current and potential customers.
- Have and maintain sales materials and current product knowledge.
- Establish and maintain current customer and potential customer relationships.

Other Functions

- Performs other duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair and maintenance on HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform various mathematical equations; review and interpret highly technical information, and/or speak persuasively and with authority to implement desired actions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; hazards and safety precautions; and refrigerant handling and disposal.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods and providing information and/or advising others. Using resources from other work trucks may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is occasionally performed under extreme temperatures and in a generally hazard free environment.

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Prerequisites

Must have current TDL and never been convicted of a felony or misdemeanor (except any minor traffic violations).
Background check will be performed.

I, _____ acknowledge receipt of this HVAC TECHNICIAN job description for McGilberry Mechanical Heating & Cooling, Inc. I have read and understand the Description and will abide by it as a condition of my employment. It is my understanding that this Description may be amended and/or revised at any time by the Company.

Date: _____

Signed: _____