



## **Job Description**

<b>Department:</b>	HVAC Service
<b>Job Title:</b>	Service Technician
<b>Reports To:</b>	Service Manager
<b>Revision Date:</b>	November 6, 2006
<b>Position Summary:</b>	<ul style="list-style-type: none"><li>• Responsible for responding to dispatched service calls for both planned and emergency.</li><li>• Perform diagnostic and repair work for all standard commercial type HVAC equipment, to include DX, Chilled Water and Heating Hot water components, and electric heat, i.e. chillers, air handling units, fan coils, condensing units, coils, pumps, valves, instruments and controls.</li><li>• Troubleshoot and repair power and control circuits and associated components.</li><li>• Document and turn in service call information to the office service department.</li><li>• Manage time and costs under the direction of the Service Manager and Dispatch personnel.</li></ul>
<b>Required Qualifications/</b>	<ul style="list-style-type: none"><li>• College degree preferred.</li><li>• HVAC Technician Certified</li><li>• EPA Certification</li><li>• Minimum 3 years service technician experience</li><li>• Experience working in institutional, industrial, and commercial environments</li><li>• Valid drivers license with an insurable driving record.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Full knowledge of refrigerant circuits and multiple refrigerant types.</li><li>• Full knowledge of multiple control and power voltages.</li><li>• Full knowledge of various types of HVAC equipment and associated components.</li><li>• Full knowledge of refrigerant recovery methods and necessary equipment and documentation requirements.</li><li>• Full knowledge of piping and ductwork systems and the impacts to HVAC equipment.</li><li>• Full knowledge of preventative and predictive maintenance programs.</li></ul>
<b>Abilities:</b>	<ul style="list-style-type: none"><li>• Attention to detail.</li><li>• Excellent communicator, both verbal and written.</li><li>• Must be able to work with tools of the trade, climb ladders and work in mechanical room environments.</li><li>• Must be able to work within defined timelines.</li><li>• Must be able to work both in a team environment and independently.</li></ul>