



Employee Requisition Form

Position to Be Filled: HVAC Technician

Purpose: Responsible for installing, servicing, and repairing of environmental control systems through the application of an in-depth knowledge of Heating and Air Conditioning systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Install, perform maintenance and service repairs on heating, ventilating, and air conditioning systems.
- Install new or replacement parts for existing units or new installations according to specifications and established safety guidelines.
- Responsible for servicing product and equipment on assigned projects and ensuring customer satisfaction.
- Performs repairs, overhauls, and start-ups of commercial HVAC systems.
- Uses a variety of hand tools, following blueprints, wiring diagrams, piping schemes, or engineering specifications, to diagnose and repair units.
- Uses power tools and computers.
- Identifies, analyzes, diagnoses, and repairs systems and products.
- Performs preventative maintenance, site surveys, replacement, and modifications as needed.
- Complete all necessary paperwork in a timely manner.
- Responsible for monitoring performance and performing timely evaluations on subordinates.
- Comply with all departmental policies, procedures, and directives.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- High school diploma or general education degree (GED) preferred.
- Technical school or formal technical skills training.
- Must possess a valid California Driver's License.
- EPA Certification. 1+ years related experience and/or training and/or equivalent combination of education and experience.
- Knowledge of occupational hazards and safety procedures.
- Knowledge and experience with hand tools and mechanical equipment Any other duties as assigned.
- Any other duties as assigned.

Reports To: HVAC Super
Approximate Hours: Full time
Filling Deadline: Open Until Filled

