

All Florida Electric

HVAC Technician

Classification

Hourly

Reports to

HVAC Project Manager

JOB DESCRIPTION

Summary/Objective

The HVAC Technician will be responsible for performing installs, repairs and maintenance to a variety of equipment including: refrigeration, air conditioning, electric motors, heating units, heat pumps, hermetic compressors, intake and exhaust fans, economizers and humidifiers.

HVAC Service Technician Duties:

1. Install, maintain and repair heating, ventilation, and cooling units for both commercial and residential customers. Diagnose and repair of electronic, mechanical and electrical components of these systems.
2. Travel to job sites in service area, and work with dispatch to ensure schedule is maintained and delays are properly communicated to customer.
3. Be available to work nights or weekends, on a rotating basis, to service emergency needs of our customers.
4. Maintain good working order of company vehicle including refueling as necessary, reporting any mechanical issues, and filling out and submitting monthly vehicle inspection form. Vehicles should be washed on a regular basis.
5. Maintain proper stock, parts, tools, and safety equipment in the vehicle.
6. Document all installed equipment upon arrival: make, model, serial number, type of fuel, necessary test measurements, and pictures as necessary.
7. 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.
8. Participate in company provided training opportunities on latest industry technologies.
9. Identify and report to owner potential opportunities for additional business (newer system, service contracts, and additional services).

Qualifications

1. Minimum of 5 years' service experience specific to HVAC.
2. Refrigeration experience such as: ice machines, walk-in coolers/freezers, reach-ins, etc. is preferred but not required.
3. EPA Universal Certified is required.
4. High school diploma/GED.

5. Strong knowledge of HVAC, troubleshooting, repair, and maintenance.
6. Knowledge of basic electricity and electrical and control systems.
7. Ability to read, understand, and work from blueprints, specifications, and schematics.
8. Ability to work independently, demonstrate initiative in servicing customers and maintaining positive customer relations.

Additional Skills Desired

1. Journeyman license preferred but not required.
2. Successful completion of a trade/vocational school is preferred but not required.

Other Requirements

1. Well groomed, neat appearance
2. Valid driver's license and clean driving record
3. Valid social security number
4. Must be able to pass drug test(s) as required by company
5. Lift up to 50 pounds; be able to push, pull, carry or maneuver heavier items (with additional manpower or appropriate devices); carry ladders; work from heights, work in small crawl spaces.
6. Observe all company procedures and safety rules
7. Work as part of our team to ensure customer satisfaction

SIGNATURES

HVAC Technician Job Description has been approved by all levels of management:

Director of Human Resources: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____

Employee Printed Name: _____