



SERVICE TECHNICIAN

SUMMARY:

Installs, maintains, troubleshoots, and repairs heating, ventilating, and air conditioning (HVAC) equipment such as fans, pumps, compressors, vents and ducts, piping, and lubrication oil coolers used in buildings or industrial processes by performing the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Troubleshoots equipment to correct inefficiencies and/or broken electronic, mechanical and electrical equipment
- Performs routine maintenance and repair work to keep systems operating efficiently:
 - Adjusts valves to regulate temperature of fluids through systems
 - Moves controls to regulate speed of fans
 - Records gauge readings and prepares report for inoperative equipment
 - Inspects equipment to detect excessive noise and heat
 - Replaces gauges
 - Tightens and caulks leaky fittings
 - Cleans carbon deposits, pitch and grease from vans, vents and ducts
- Assists with technical calls received by the dispatchers, as needed
- Travels to job sites in service area and communicates professionally with internal and external customers regarding status of repairs (questions, concerns, etc.)
- Communicates professionally with vendors to order parts and equipment
- Maintains good working order of company vehicle(s) and proper stock of parts, tools and safety equipment in company vehicle
- Understands company pricing and generates appropriate customer invoices onsite
- Completes documentation according to company procedures
- Identifies and reports owner potential opportunities for additional business (service maintenance contracts, additional services, etc.)
- Performs emergency services, as needed
- Trains customer maintenance personnel, as needed

QUALIFICATIONS:

- High School Diploma or equivalent required
- A minimum of 5 years experience in a Commercial/Industrial HVAC Service Technician position; full understanding of HVAC system operations and maintenance requirements
- Be available to work nights or weekends on a rotating basis, to service emergency needs of our customers

- Work independently in a fast-paced environment to meet customer requirements
- Basic computer skills (Email, PDF, Microsoft Office, etc.)
- Good written and oral communication skills
- Travel may be required
- Valid driver's license with good driving record

Pre-Employment Screening required after employment offer:

- Criminal Background, Motor Vehicle Records and Substance Abuse

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