**HVAC SERVICE TECHNICIANS AND HELPERS**

**Essential Functions, Duties and Responsibilities:**

* Performs all repairs, installation and maintenance of all heating/cooling and ventilating components common to residential operations
* Required to respond to emergencies such as floods, power outages, etc. during off shift hours, if directed to by the department supervisor
* Maintains record keeping requirements and written reports as part of a daily routine
* Ability to troubleshoot and problem solve repairs
* Experience in the repair, replacement and adjustment of residential operating systems
* Performs preventative maintenance and inspections on residential HVAC equipment and systems

**Job Requirements:**

* Demonstrated professional interpersonal relationship skills
* HVAC with 5 years plus experience and 3 years plus experience for a helper is highly desirable
* Demonstrated strong customer service problem solving skills and decision-making
* Demonstrated skills showing initiative, personal responsibility and accountability
* Ability to handle multiple tasks simultaneously and maintain composure under pressure in a fast paced environment while meeting deadlines
* Demonstrated speed and accuracy in the completion of tasks
* Maintains a “can do” attitude
* A team player who contributes and works with others accomplishing results
* Attention to detail and punctuality is critical



**We are an equal opportunity employer.
Women, minorities, veterans and individuals with
disabilities are encouraged to apply.**