



1/1/2022

Job Description – HVAC Service Technician

Position Summary: The HVAC technician performs skilled technical work in the maintenance, repair, replacement, and installation of heating, air conditioning and refrigeration equipment, controls, and distribution systems.

FUNCTIONS AND RESPONSIBILITIES:

- Installs, troubleshoots, and repairs heating, air conditioning and refrigeration systems, including chillers, boilers, and heat pumps.
- Troubleshoots malfunctioning heating, air conditioning and refrigeration systems to determine the cause of the malfunction
- Performs scheduled maintenance inspections, and adjusts, cleans, and calibrates various systems to ensure proper system operations.
- Repairs wiring and electronic components associated with automated building management systems.
- Replaces expansion valves, compressors, motors, coil units, and other component parts.
- Cleans refrigeration systems from hermetic burnouts, evacuates, and charge systems.
- Troubleshoots and repairs direct digital and pneumatic control systems.
- Checks distribution systems for proper velocity, volume, temperature, pressure, ect.
- Balance air and water treatment systems.
- Determines cause of and corrects condensation problems.
- Provides technical assistance with the design of HVAC systems including installations and modifications to existing systems.
- Assists in training other technicians and staff in preventive maintenance of HVAC systems.
- Prepares records and reports describing procedures, actions taken and recommended solutions.
- Prepares and submits requests for supplies and equipment.
- Respond to emergency service requests.

DESIDERED EDUCATION/ EXPERIENCE:

- Computer experience in programs like Excel, Word, PDFs
- High School diploma or GED
- Five or more years of progressively responsible experience working with complex HVAC systems and equipment.
- Must possess a valid State of Maine Class C driver's license.
- HVAC Licenses: 608 refrigeration handling, NP/ LP gas ad least small appliances installation level, Journeyman Plumber.

KNOWLEDGE, SKILLS AND ABILITIES:

An Employee-Owned Company
PO Box 101, Auburn, Maine 04212-0101
Phone: 207-784-7461 • Fax: 207-784-8132

- Knowledge of complex HVAC systems and equipment including chillers, boilers, package units, VAV systems (direct digital, pneumatic and automated control systems).
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must possess the ability to think and solve problems with creative understanding. Must have a good eye for detail and be able to suggest process/ specification modifications as required.
- Strong organizational abilities and project management skills.
- The ability to work cooperatively with peers to achieve organizational goals.
- High degree of independence, self-motivation, and self-direction, especially regarding identifying and managing high priority projects, in a fast-paced environment.

PHYSICAL AND ENVIROMENTAL REQUIREMENTS:

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| • Standing – up to 80% | • Climb stairs – up to 50% |
| • Walking – up to 40% | • Twisting – 1 -120 twists/ day |
| • Sitting- up to 20% | • Bending – 1-120 bends/day |
| • Working inside in 40–90-degree temperatures | • Push up to 250lbs, on a cart, a distance of 50 ft. occasionally |
| • Exposure to moderate, steady, and fairly loud noise, below 85db. | • Accurate near vision 20/40 |
| • Climb ladders occasionally (once every several days) | • Requires minimal color discrimination |
| • Carry 25lbs., up to 10 times daily | • Requires minimal depth perception |
| • Lift up to 50lbs., up to 5 times daily, while sitting or standing | • Reach at or above shoulder height frequently |
| | • Use of both hands up to 75% |