

Job Title:	Residential HVAC Service Technician – Entry Level – Duct Cleaning	
Department:	Service	
Reports to:	Service Manager	
FLSA Status:	Non-Exempt	
Work Hours:	8:00am – 5:00pm, some weekends and evenings	
Pay Scale:	\$16-\$18 / hour	
Position Summary:	<p>Estimate and quote residential and commercial air duct cleaning services. Provide answers to questions and communication with clients. Maneuver duct cleaning equipment including vacuums, hoses, compressors, and other equipment as necessary. Provide clean up before, during, and after duct cleaning service to provide outstanding service to client. Offer HVAC equipment upgrades or modifications such as ductwork repair, replacement, UV lights, or other air purification. Provide assistance and help as needed as well as become familiar with processes and procedures of the company. Gain experience and an understanding of the HVAC industry and work toward becoming a Level 1 Service Tech Apprentice.</p>	
Required Qualifications / Achievements:		
<ul style="list-style-type: none"> Valid driver's license Demonstrate willingness to invest time in service training seminars and classes Work from 28' extension ladder and 12' step ladder Ability to operate power and hand tools safely 	<ul style="list-style-type: none"> Insurable driving record Show willingness to learn and apply for in-house training program. Ability to follow written and verbal directions as given Demonstrate commitment to developing customer service skills Demonstrate mechanical aptitude 	
Desired Qualifications / Achievements:		
<ul style="list-style-type: none"> High School Diploma 	<ul style="list-style-type: none"> EPA Certified 	
Essential Functions and Responsibilities:		
<ul style="list-style-type: none"> Arrive at jobsite at scheduled time and/ or locations as dispatched Relocate from one jobsite to another jobsite as dispatched during the workday Operate company vehicle as needed Follow instructions from supervisor and/or dispatcher and carry out in timely manner Report problems with company tools or vehicle promptly Ability to work staggered schedule if required Maintain professional appearance and attitude at all times Develop a familiarity with all service related forms 	<ul style="list-style-type: none"> Perform duct cleaning according to company standard operating procedures. Inform and educate customers about residential planned maintenance agreements Inform and educate customers on additional products or services available through company Develop customer service skills. Develop skills to perform filter changes utilizing filter checklist paperwork unassisted Develop skills to perform planned maintenance on residential systems utilizing maintenance checklist with assistance of a Service Technician level 3 or higher Other duties as assigned 	



Success Factors / Job Competencies:	
<ul style="list-style-type: none"> Motivated work ethic Attendance Demonstrated mechanical aptitude Positive attitude 	<ul style="list-style-type: none"> Proficiency in using tools Excellent communication skills Strong team player Willingness to learn
Physical demands and work environment:	
<p>The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.</p>	
Physical Demands:	
<ul style="list-style-type: none"> While performing the duties of this position, the employee is required to walk, stoop, balance on feet, talk, hear, squat, climb, reach above their head and drive a company vehicle. They will use their hands to finger, handle or feel objects, tools or controls. Employee must lift and/or move objects weighing 50-100lbs. Use of vision abilities include, close vision, distant vision, color vision, peripheral vision, depth perception and the ability to focus. 	
Work Environment:	
<ul style="list-style-type: none"> While performing the duties of this position, the employee is exposed to weather conditions present at that time. They may be required to be in confined spaces for periods of time. 	
Performance Standards:	
<p>Certain key business indicators that will measure the effectiveness of this job description. These include the following:</p>	
<ul style="list-style-type: none"> Customer compliments or complaints. 	<ul style="list-style-type: none"> Opinion of the mentoring technician and/or FTS
<ul style="list-style-type: none"> Legible and complete paperwork. 	
Achievements Required for Level 1:	
<ul style="list-style-type: none"> Successful demonstration of Entry Level Essential Job Functions and Responsibilities as outlined in the Job Description and documented by your Field Training Supervisor (FTS) 	<ul style="list-style-type: none"> Consistently meet or exceed all Success Factors/ Job Competencies of the Entry Level Technician as outlined in the Job Description
<ul style="list-style-type: none"> Understanding of company policy and procedures 	<ul style="list-style-type: none"> Recommendation for advancement from Field Training Supervisor (FTS)

