

# **HVAC Technician OLV Charities**

## **POSITION SUMMARY**

The essential function of the HVAC Technician is to serve the customers of the company by repairing heating and air conditioning systems with an emphasis on quality, efficiency, and total customer satisfaction.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Troubleshoot, diagnose, and repair heating, air conditioning, and ventilation equipment, as well as accessories.
2. Perform preventative maintenance on existing equipment, as well as start ups on new equipment and verify proper operation.
3. Respond to HVAC situations during and after hours (minimal) for the purpose of resolving immediate concerns.
4. Communicate effectively with customers regarding questions, concerns and problems.
5. Complete all regulatory paperwork correctly.
6. Maintain a clean and professional appearance.
7. Works cooperatively as a member of the facilities team.
8. Enters data and receipts into work order system.
9. Performs all other tasks assigned by supervisor.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of heat pumps and related equipment.
2. Knowledge of working with and troubleshooting electrical and mechanical building equipment.
3. Knowledge of handling refrigerant and following EPA guidelines for recovery and disposal.
4. Knowledge of servicing HVAC equipment including boilers, furnaces, AHUs, condensers, etc.
5. Proficient with MS office products (Outlook, Word).
6. Basic computer skills with ability to write and respond to emails in Microsoft Outlook, enter data and receipts in work order system via smart phone or computer.
7. Able to lift and push up to 50 pounds.
8. Ability to learn and obtain engineering license.
9. Able to stoop, kneel, crouch, crawl, reach with hands and arms, climb stairs; have repetitive use and dexterity, able to handle and feel with fingers and hands.
10. Vision requirements to see both close and distant objects, color, peripheral and depth perception.

## **EDUCATION AND EXPERIENCE**

1. High School Diploma or Equivalency required.
2. 2-3 years of experience as a HVAC Installation and Service Technician required; 5 years preferred.
3. EPA certification is required (may be obtained within 6 months of hire).
4. Valid NYS Driver's License required.

5. Experience working with chillers, cooling towers, AHU's, air compressors, heat exchangers, exhaust systems, VAV pneumatic controls, etc. preferred.
6. Experience with heat pumps and related equipment required.
7. Experience working with and troubleshooting electrical and mechanical building equipment preferred.
8. Experience handling refrigerant and following EPA guidelines for recovery and disposal required.
9. Experience in servicing HVAC equipment including boilers, furnaces, AHUs, condensers, etc. preferred.
10. Stationary engineering experience is preferred, but not required, as long as the candidate is prepared to learn and earn a Stationary Engineer license.
11. Proficient with MS office products (Outlook, Word, Excel).
12. Basic computer skills with ability to write and respond to emails in Microsoft Outlook, enter data and receipts in work order system via smart phone, iPad, or computer required.

**Pay range:** \$28.00-\$36.00 per hour, based on experience

**Email resume and cover letter to:** [olvc-careers@olvcharities.org](mailto:olvc-careers@olvcharities.org)

Or send cover letter with resume to:

OLV Charities  
Human Resources Department  
780 Ridge Road; Lackawanna, NY 14218