

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. Repair heating, air conditioning, and ventilation equipment, as well as accessories.
2. Perform start up on new equipment and verify correct 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.

REQUIRED AND PREFERRED EDUCATION and/or EXPERIENCE:

1. High School Diploma or Equivalency required
2. 2-3 years of experience as a HVAC Installation and Service Technician preferred
3. EPA certification is required (may be obtained within 6 months of hire)
4. Valid NYS Driver's License required
5. Experience with heat pumps and related equipment required
6. Experience working with and troubleshooting electrical and mechanical building equipment preferred

7. Experience handling refrigerant and following EPA guidelines for recovery and disposal required
8. Experience in servicing HVAC equipment including boilers, furnaces, AHUs, condensers, etc. preferred
9. Proficient with MS office products (Outlook, Word, Excel)
10. 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, I pad or computer required

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of heat pumps and related equipment
2. Knowledge of working with and troubleshooting complex 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, I pad or computer
7. Able to lift and push up to 50 pounds
8. 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.
9. Vision requirements to see both close and distant objects, color, peripheral and depth perception.

Schedule:

Typical schedule is Monday-Friday 7:00am-3:00pm; after hours, weekends and holidays may be required for assignments.

Pay Range: \$21.26-\$25.51/hour, based on experience

Please email resume and cover letter to: olv-careers@olvcharities.org
Or send cover letter along with resume to:

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