

# **HVAC Technician**

## **OLV Charities**

### **POSITION SUMMARY:**

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Install and 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 for the purpose of resolving immediate concerns.
4. Communicate effectively with customers regarding questions, concern, and problems.
5. Keep truck inventory up to date and organized.
6. Complete all regulatory paperwork correctly.
7. Maintain a clean and professional appearance.
8. Works cooperatively as a member of the facilities team.
9. Enters data and receipts into work order system
10. Performs all other tasks assigned by supervisor.

### **REQUIRED AND PREFERRED EDUCATION and/or EXPERIENCE:**

1. High School Diploma or Equivalency required
2. 3 years of experience as a HVAC Installation and Service Technician required
3. EPA certification is required
4. Valid NYS Driver's License required
5. Experience with heat pumps and related equipment required

6. Experience working with and troubleshooting complex electrical and mechanical building equipment preferred
7. Experience handling refrigerant and following EPA guidelines for recovery and disposal required
8. Experience installing 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 installing 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 and weekends and holidays may be required for assignments.

***Please email resume and cover letter to:*** ResumeHRGeneralist@gmail.com

Or send cover letter along with resume to:

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