

HVAC Technician OLV Charities

POSITION SUMMARY:

The essential function of the HVAC Installation and Service 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. Performs all other tasks assigned by supervision.

REQUIRED AND PREFERRED EDUCATION and/or EXPERIENCE:

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

6. Experience working with and troubleshooting complex electrical and mechanical building equipment
7. Experience handling refrigerant and following EPA guidelines for recovery and disposal
8. Experience installing HVAC equipment including boilers, furnaces, AHUs, condensers, etc.

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, Excel)
6. Able to lift and push up to 50 pounds
7. 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.
8. 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