

Job Posting: HVAC Technician/Installer

Posting Date: 03/10/2023

FLSA Status: Non-exempt

Job Function: HVAC repair, service and installation

Job Level: Individual Contributor

Employment Status: Opportunities for part-time and full-time

Hours: Scheduled hours Monday-Friday between 8 am - 6 pm with possible evenings and weekends, as needed.

Employer Information

Organization Name: Franks Heating and AC, Ltd.

About Our Organization: We are a locally owned and operated residential and light commercial heating and air conditioning company that is dedicated to providing the best service and value possible, while building a relationship of trust with each customer.

Website: <https://franksheatingandac.com>

Job Summary

At Frank's Heating and AC, we place a great deal of importance on honesty, transparent dealings with customers and business partners and overall ethical business practices. We expect our employees to be polite, honest and ethical at all times when dealing with customers as well as co-workers. If you are looking for a place to work where you will be treated with kindness and respect, then this company may be a good fit for you!

An HVAC Technician/Installer will install, service, or repair heating and air conditioning systems in residences or commercial establishments. The employee will also be required to attend regular training classes and acquire any certifications necessary to be in compliance with federal, state and local guidelines.

If you enjoy getting to learn new things, meet new people and stay active, a job as an HVAC Technician/Installer may be a perfect fit for you!

Education and Experience

High School Diploma - or the equivalent (for example, GED). HVAC experience preferred.

Must have EPA license or obtain within 90 days of hire. Company will provide job training and resources.

Knowledge

Mechanical - Knowledge of HVAC Equipment and associated maintenance and repair tools, including their designs, uses, repair, replacement, and maintenance.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Building and Construction - Knowledge of materials, methods, and the tools involved in the installation, maintenance, and repair of HVAC Equipment.

Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Computers and Electronics - Employee must possess the ability to use a Windows-based computer to access company software and websites.

Mathematics - Knowledge of arithmetic and algebra, and their applications.

Sales- Employee should possess basic sales skills but company will provide training.

Basic Skills

- **Active Learning**- Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening**- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking**- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies**- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics**- Using mathematics to solve problems.
- **Monitoring**- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension**- Understanding written sentences and paragraphs in work related documents.
- **Science**- Using scientific rules and methods to solve problems.
- **Speaking**- Talking to others to convey information effectively.
- **Writing**- Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination**- Adjusting actions in relation to others' actions.
- **Instructing**- Teaching others how to do something.
- **Negotiation**- Bringing others together and trying to reconcile differences.
- **Persuasion**- Persuading others to change their minds or behavior.
- **Service Orientation**- Actively looking for ways to help people.
- **Social Perceptiveness**- Being aware of others' reactions and understanding why they react as they do.

Complex Problem-Solving Skills

- **Complex Problem Solving**- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Equipment Maintenance**- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection**- Determining the kind of tools and equipment needed to do a job.
- **Installation**- Installing equipment, machines, wiring, or programs to meet specifications.
- **Operation and Control**- Controlling operations of equipment or systems.
- **Operation Monitoring**- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Operations Analysis**- Analyzing needs and product requirements to create a design.
- **Programming**- Writing computer programs for various purposes.

- **Quality Control Analysis-** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Repairing-** Repairing machines or systems using the needed tools.
- **Technology Design-** Generating or adapting equipment and technology to serve user needs.
- **Troubleshooting-** Determining causes of operating errors and deciding what to do about it.

Systems Skills

- **Judgment and Decision Making-** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis-** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation-** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- **Management of Financial Resources-** Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Management of Material Resources-** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Management of Personnel Resources-** Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Time Management-** Managing one's own time and the time of others.

Work Context

Communication - Must be able to effectively communicate with customers, manager and co-workers in a polite and effective manner.

Conflictual Contact - Must be able to handle difficult situations with customers and have the ability to remain calm under pressure and effectively de-escalate high-tension situations.

Work Setting - Must be able to work in less-than-favorable conditions, including but not limited to, cluttered/dirty houses, crawl spaces, attics, etc. within reason. (Unsafe and unsanitary, or otherwise hazardous situations shall be considered.) Must feel comfortable utilizing Map Applications or other Navigation software to locate customer locations in a timely manner.

Environmental Conditions - Must be willing to work during inclement weather conditions, including but not limited to, rain, snow, sleet, ice, etc., except for when the environment is one that is unsafe for work.

Job Hazards - If hazardous conditions are encountered, the employee should contact the manager immediately for further instructions on how to proceed. The employee should not, at any time, enter a job location/environment where they feel unsafe, threatened or that hazardous conditions exist.

Body Positioning - Employee must be able to bend, stoop, crawl, climb and lift on a daily basis. Employee must be able to lift and maneuver heavy items and do so safely. Employee should contact the manager if items are too heavy to move safely for further instructions on how to proceed.

Work Attire - Employee should wear a company-issued shirt at all times during their shift. Acceptable bottoms are jeans. Employee must wear company-issued, steel-toed safety boots at all times while on the job site. The employee should keep a clean-cut appearance and clothing should be free of holes and stains.

Impact of Decisions - The daily actions of the employee are highly effectual on the overall success of the company. The employee should ensure that they are adhering to the standards of behavior set forth by this company during every customer interaction. Failure to uphold the standards of behavior may result in discipline up to, and including, termination. Intentional dishonesty is grounds for immediate dismissal!

Pace and Scheduling - The employee should be productive at all times while clocked in. If the employee has completed all assigned tasks, the manager should be contacted for further instructions.

Primary Job Duties

- Repair or replace defective equipment, components, or wiring.
- Test electrical circuits or components for continuity, using electrical test equipment.
- Inspect and test systems to verify system compliance with plans and specifications or to detect and locate malfunctions.
- Test pipe or tubing joints or connections for leaks, using pressure gauge or soap-and-water solution.
- Recommend, develop, or perform preventive or general maintenance procedures, such as cleaning, power-washing, or vacuuming equipment, oiling parts, or changing filters.
- Lay out and connect electrical wiring between controls and equipment, according to wiring diagrams, using electrician's hand tools.
- Cut or drill holes in floors, walls, or roof to install equipment, using power saws or drills.
- Measure, cut, thread, or bend pipe or tubing, using pipe fitter's tools.
- Fabricate, assemble, or install duct work or chassis parts, using portable metal-working tools or welding equipment.
- Install and test automatic, programmable, or wireless thermostats in residential or commercial buildings to minimize energy usage for heating or cooling.
- Install dehumidifiers or related equipment for spaces that require cool, dry air to operate efficiently, such as computer rooms.
- Install or repair air purification systems, such as specialized filters or ultraviolet (UV) light purification systems.
- Repair or service heating, ventilating, and air conditioning (HVAC) systems to improve efficiency, such as by changing filters, cleaning ducts, or refilling non-toxic refrigerants.
- Discuss heating or cooling system malfunctions with users to isolate problems or to verify that repairs corrected malfunctions.
- Install, connect, or adjust thermostats, humidistats, or timers.
- Connect heating or air conditioning equipment to fuel, water, or refrigerant source to form complete circuit.
- Study blueprints, design specifications, or manufacturers' recommendations to ascertain the configuration of heating or cooling equipment components and to ensure the proper installation of components.
- Comply with all applicable standards, policies, or procedures, such as safety procedures or the maintenance of a clean work area.
- Install auxiliary components to heating or cooling equipment, such as expansion or discharge valves, air ducts, pipes, blowers, dampers, flues, or stokers.
- Record and report time, materials, faults, deficiencies, or other unusual occurrences on work orders.
- Adjust system controls to settings recommended by manufacturer to balance system.
- Assemble, position, and mount heating or cooling equipment, following blueprints or manufacturer's specifications.

Activities

Troubleshooting - Determining causes of operating errors and deciding what to do about it.

Time Management - Managing one's own time and the time of others.

Speaking - Talking to others to convey information effectively.

Repairing - Repairing machines or systems using the needed tools.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Operation Monitoring - Watching gauges, dials, or other indicators to make sure a machine is working properly.

Operation and Control - Controlling operations of equipment or systems.

Installation - Installing equipment, machines, wiring, or programs to meet specifications.

Equipment Selection - Determining the kind of tools and equipment needed to do a job.

Equipment Maintenance - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.

Tools and Technology

- Employee may be issued a company-owned laptop or equivalent to use on the job site, if necessary for completion of job duties.
- Employee will be issued some job-specific tools but may be required to obtain some of their own tools.
- Employee may be asked to use their personal cellphone to answer/make calls, utilizing company-owned software. They will be provided with reimbursement for this use. Reimbursement as of this publication is \$10 per bi-weekly pay.
- Employee will be trained on the use of the following:
 - HVAC Dispatch/Invoice Software,
 - Microsoft Office, including but not limited to Outlook and Word.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

How to Apply

Fill out the job application posted on our website, and email it, along with your most up-to-date resume to our Office Manager at kathie@franksheatingandac.com. If you have any questions, call our office at 937-367-9551.