



HVAC Journeyman Technician

Summary:

Primarily responsible for performing installs, repairs and maintenance to a variety of residential and commercial HVAC equipment.

Required Qualifications:

- Proficient in troubleshooting and diagnosis of HVAC systems
- Proficient in service and repair of HVAC systems
- Proficient in all HVAC functional design and installation of ductwork systems
- Proficient understanding of refrigerant, gas and electric furnaces, heat pumps, troubleshooting and installation of all residential and light commercial systems
- Exceptional Safety knowledge of tools, testing devices and surroundings
- General knowledge in all HVAC low voltage systems
- Ability to consult on customer complaints and give solutions that are beneficial for customer as well as company
- Ability to test and balance systems
- Understand and apply all codes for residential and commercial projects Diagnoses HVAC, refrigeration, performance through observation, testing and setup.
- Ability to disassemble and reassemble commercial equipment to perform troubleshooting and preventative maintenance.
- Operate hand tools, power tools, gauges and measuring equipment to perform service to the equipment and/or mechanical system.
- Complete electronic documentation of service related tasks, materials, and labor hours.
- Be able to explain the service charges and work performed to the satisfaction of our customers.
- Maintain inventory stock on service vehicle.
- Reconcile work order documents, vendor packing slips, and weekly timesheets for supervisor review.

Qualifications desired:

- Excellent verbal skills
- Professional phone skills
- Strong interpersonal skills
- Energetic personality
- Well organized and ability to work independently
- Must have excellent customer service skills

Essential Daily Job Duties and Responsibilities:

- Check in with office for scheduled jobs after the completion of each job and at the end of each work day.
- During and/or at the end of each task complete all company provided forms to the fullest extent possible
- Understand warranty company processes and follow proper authorization procedures on every job
- Responsible for time management of jobs scheduled each day.
- Check in with client at the beginning and end of each task.
- Obtain client signature on company provided forms where applicable.
- Upon completion of each task record time spent at each job on the weekly time sheet
- Hand in paperwork at the end of each week for processing in sequential order
- Answer all office pages/calls in a timely manner
- Check in as needed to ensure office dispatcher is aware of your status
- Secure parts and tools needed throughout the day for various jobs as required
- Consult owner or dispatcher in times of uncertainty

Essential Overall Job Duties and Responsibilities:

- Must be able to build client confidence in company
- Responsible for the daily preparation of the parts and tools for each day's activities
- Complete work in a timely manner
- Participate in company-wide internal meetings as required
- Maintain company tools in a professional manner

Education and Work Experience:

- Must have an HVAC License and at least 6-months of trade-related work experience
- Any similar combination of education and experience
- Must have a high school diploma or equivalent GED certificate

Additional Requirements:

- Excellent logistical knowledge of the Tulsa Metro area and surrounding counties
- Must have driver's license and be able to drive to local job sites on a daily basis
- On-call and overtime hours as needed
- Good hygiene and cleanliness is required at all times
- Must adhere to the company uniform policy
- Maintain a clean vehicle and make office aware of maintenance issues
- Follow rules and regulations as described in the company Handbook
- Willingness to undergo a 90-day probationary period through a temp-agency