

<b>Job Title:</b>	Maintenance Technician I	<b>Job Category:</b>	Craft – Hourly
<b>Department/Group:</b>	Service 08/ Maintenance10	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Sarasota	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time

## Job Description

**Job Summary:** Responsible for maintenance and repair of HVAC systems. Learning from the lead technicians on how to utilize knowledge of refrigeration theory, electrical schematics, pneumatic and electronic control systems, pipe fitting, welding/brazing and mechanical layouts.

**Hours:** Monday through Saturdays, shift to be determined. Overtime is common during the high seasons.

Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities to this job at any time. The following tasks/responsibilities are typical of the position but are not all encompassing. Each person is expected to help out in whatever duties are required to deliver a quality product on schedule.

### **Tasks & Responsibilities:**

- Arrive on time and ready to begin work every day.
- Always use a Safety First (**PAUSE**) approach to all work.
- Be neatly groomed and fully dressed only in a clean company approved uniform.
- Always use the proper safety clothing, tools and precautions before beginning any work assignments.
- Assist in Perform Tune-Up and Professional Cleanings on commercial heating and cooling systems.
- Must be able to perform Maintenance Check List.
- Learn to perform Tune-Up and Professional Cleanings on residential heating and cooling systems within 90 days.
- Own and possessing all the required tools to perform the job of a maintenance technician I.
- Utilize the Internet based technical training offered by the company.
- Develop diagnostic skills as well as apply repair and servicing techniques through troubleshooting.
- Own or work towards owning all of the necessary hand tools for typical maintenance of all air conditioning systems and components.
- Complete all maintenance paperwork and service related forms timely, consistently and accurately (**attention to detail**).
- Keep accurate inventory records at all times with company vehicle.

### **Relationship to Others**

The Maintenance Technician I reports directly to the Sarasota General Manager and may work closely with other management team members and with internal support staff. Optimally, over time the Maintenance Technician I will have increased opportunity and assume increased responsibility for meeting department’s needs and working toward Maintenance Technician II. It is therefore necessary that the Maintenance Technician I maintain a satisfactory client relationship, relating to vendors, clients and fellow team members in a mature, thoughtful, professional and pleasant manner. Minimally, the Maintenance Technician I must display a demeanor that exhibits our Mission Statement and Core Values, as well as show empathy, patience, understanding and a genuine interest in others. The Maintenance Technician I will perform a lead role in promoting interdepartmental communications and cooperation.

### **Required Skills/Qualifications:**

- Mechanical - Knowledge of machines and tools, including their designs, uses, repair, 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.
- Good communication skills both verbal and written are vital.
- Effective and efficient time-management and organizational skills.
- Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote safety.

- Installation - Installing equipment, machines, wiring, or programs to meet specifications.
- Operation Monitoring - Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Near Vision - The ability to see details at close range (within a few feet of the observer). Natural or corrected vision to see and focus for close, distance, peripheral vision with normal depth perception.
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Finger Dexterity - The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Perceptual Speed - The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

**Working Conditions & Physical Demands:**

- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Ability to stand, walk, and climb ladders or attic stairs and to maneuver in attics and homes to access HVAC equipment. Ability to continually climb, balance, stoops, kneel, crouch and/or crawl.
- May require outside work in cold, hot or wet weather. May require work in awkward or cramped positions and sometimes required to work in high places.
- Will require mobility throughout all facilities including stairs and confined spaces.
- Will be required to reach areas not easily accessible by means of climbing, stooping, and bending.
- Will require heavy work (lifting greater than 25 pounds). Ability to carry 50 lbs for 100 feet unassisted
- Will require proper coordination, and motor skills to work with power/hand tools as needed.
- Ability to work overtime when necessary.

**Education, Formal Training & Experience:**

- Must possess a valid driver’s license
- High School diploma or GED preferred.
- Entry Level – Experience preferred but not required.
- Prefer HVAC certification
- Must be EPA Certified type I and II at a minimum by 45 days from date of hire.

**Employee responsible for the following tooling (Bolded within 90 days):**

Volt-ohm meter with amp probe, Digital thermometer, sling psychomotor, Flash light, Superheat Sub cool Meter, Complete set of hand tools: nut drivers, screw drivers, wrenches, wire snips, 10" pliers, 10" adj. wrench, etc., Tape measure, Tape measure, One each refrigerant manifold set for R-22 and R-410A, Shut-off valves for gauge sets, Schrader core remover tools, Copper tubing cutters small and up to 1 1/8", Inspection mirrors, PVC cutter, Tool totes or tool box, Caulking gun and Grease gun, Electric and cordless drill, 25' drop light, **Duct knife**, 50' rope, Levels-pocket to 4', Hammers, Freon scale, Sheet metal snips, Drill bits, adapters and bit holders, **Allen key set metric and standard**, Fin comb tool and Refrigerant cap keys for R22,R410,minisplits.

**Company issued tooling :**

All Ladders, All safety and PPE equipment, MSDS book, GPS, Chains, Locks, jumper cables, 5-Gallon wet dry vacuum, Pump Sprayers, 50' Water Hose, Spray nozzle for hose, 50' Extension cord, Torch set with spare tank, Isolation gauges (3ea), Compressor tote, Hand truck, H 10 Leak Detector, Micron gage, Manometer, Vacuum pump, Nitrogen regulator with spare tank, Company Vehicle and Phone.

**Affirmative Action / Equal Opportunity Employer -- M/F/D/V -- DRUG FREE WORKPLACE**

Name		Date:	
Signature		Mgt Signature	