

## **HVAC Sales/Service Technician**

### **Position Summary:**

will deliver exceptional HVAC service maintenance on residential and light commercial heating and air conditioning systems. To oversee the work of the HVAC Service Apprentice to ensure all work is performed correctly.

### **Responsibilities:**

- Perform a thorough and accurate HVAC inspection including Health and Safety Checklist and communicate findings to the client in a written option sheet.
- Perform all HVAC repairs and replacement's to applicable codes
- Complete all requires documentation on services and collect, record and deliver fees to designated office administration. Facilitate order of all parts required for appointments and ensure preparedness for the day of service
- Submit purchase orders to dispatch or other designated purchasing team administrators
- Transport materials and tools to the job site and provide proper accounting of assigned tools.
- Return defective warranty parts to the branch,
- Effectively communicate with the client regarding questions concerns and problems. Inform a manager if the client does not have HVAX service before leaving the call.
- Facilitate rescheduling client appointment, if call is not complete.
- Accurately complete all required documentation n services performed.
  - Age and type of equipment.
  - Services completed
  - Invoice with cost for services performed.
- Train, coach and mentor apprentices
- Participate in company sponsored training classes.
- Perform other duties as assigned.
- Assist with installations.

### **Knowledge, Skills, and Abilities:**

- A High School diploma or general education degree GED required.
- HVAC certification or Diploma preferred.
- EPA Certified.
- NATE Certification preferred.
- Have a minimum of 2- 5 years of verifiable work experience in the HVAC industry.
- Knowledge of the fundamental operational functionality of residential air conditioning, heating and ventilation equipment.
- Electrical and generation knowledge a plus.
  
- Able to troubleshoot problems with refrigerant, electrical and duct systems on HVAC equipment. Must be able to use computer tablet, smart phone and read a map or follow GPS. Valid driver's license, and approved to drive by a company's insurance carrier.

### **The company offers all full time employees:**

- Medical, Dental; and Vision Insurance
- 401k

- Training
- Company paid one- week vacation PTO
- Direct Deposit
- Weekly Paycheck

**\*\* The Company is an EEOC Employer**

**\*\*All employees are required to submit to a pre-employment drug screen, MVR and are Background checked\*\***

**About us:**

Pezz Electrical Services LLC started when our founder Vincent Pezza was only 15 years old. That was when he began working with his father in the electrical field. This put him on the path to becoming a polished, licensed, and accomplished professional contractor. He founded the company in 1990 as its sole employee, but his skill soon attracted other expert technicians.

Today, we're a thriving business that occupies our own building, which includes an 1800 square-foot office suite and an 1800 square-foot warehouse. When we started, we offered the installation of generators and service for all things electrical. In the recent half-decade we've expanded our specialties to include HVAC services. Our staff of technicians and specialists take immense pride in their work and the accomplishments of the company.