

## **HVAC Service Technician Apprentice**

### **Position Summary:**

To deliver exceptional HVAC service maintenance on residential heating and air conditioning systems to ensure all work is performed correctly and is reflective of Pezz Electric values.

### **Job Responsibilities:**

- Assist the HVAC Service Technician in the maintenance and repair of heating, ventilation, and cooling units for residential commercial customers.
- Assists in thorough and accurate HVAC inspection, and communicates findings and recommendations to the client in a written option sheet.
- Assist in the completion of all required documentation on services and collects, records and delivers fees to office administration.
- Transport materials and tools to the job site and provide proper accounting of assigned tools.
- Keep vehicle clean and in safe working order.
- Informs a manager or team leader of any safety issues.
- Maintain a courteous demeanor with customers and associates at all times.
- Maintain a professional image at all times by wearing company approved uniform.
- Abide by all standards of performance and ethics.
- Participate in company sponsored training classes.
- Follow all safety policies and procedures.
- Perform other duties as assigned.

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

- Have a minimum of 1 to 3 years of verifiable work experience in the HVAC industry.
- Fundamental knowledge of the operational functionality of residential air conditioning, heating and ventilation equipment.
- Possess good analytical skills and attention to detail.
- Must be highly organized with good attention to detail and follow through.
- Excellent customer service skills with desire to exceed customer expectations.
- Function in a team environment.
- Must be able to use a computer tablet, smart phone and read a map or follow GPS.
- Valid driver's license, and approved to drive by Company's insurance carrier.

### **Education/Certification Requirements:**

- EPA Certified or currently pursuing.
- A High School diploma or general education degree (GED) required.
- NATE Certification preferred.
- HVAC certification or Diploma preferred.

### **Working Conditions:**

- Work in indoor/outdoor elements with extreme variation in temperatures.
- Climbing, heavy lifting, standing, stooping, bending, crouching, kneeling, sitting, and reaching.

### **Physical Requirements:**

- Ability to work in tight spaces such as attics and/or crawlspaces.
- Ability to lift 50 pounds, to push, pull, carry or maneuver heavier items.

- Occasionally work from heights 15 feet or higher above ground.
- Have good visual acuity to see and focus close, distance and peripheral vision with normal depth perception.
- Willing to work hours outside of normal work schedule, if needed.

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

- Medical, Dental; and Vision Insurance
- 401k
- Training
- Company paid one- week vacation PTO
- Direct Deposit
- Weekly Paycheck