

Title: HVAC/Maintenance Technician

Exempt Status: Non-exempt

Reports to: Director of Plant Ops

Job Description:

We are seeking a reliable, detail-oriented, and experienced HVAC/Maintenance Technician to manage the maintenance and repair of HVAC systems and ensure the overall functionality of building systems and equipment. The ideal candidate will have a strong technical background, a proactive approach to problem-solving, and the ability to work independently or as part of a team. This role requires an individual who is committed to providing excellent customer service and maintaining a safe and comfortable environment.

Responsibilities:

- **HVAC Maintenance & Repair:** Perform preventative maintenance, troubleshooting, and repairs on heating, ventilation, and air conditioning systems (HVAC), including all related components.
- **General Building Maintenance:** Oversee general maintenance duties such as plumbing, electrical, and other systems within the building.
- **System Inspections:** Inspect and diagnose equipment malfunctions and implement effective solutions.
- **Documentation:** Maintain accurate records of all work performed, including maintenance schedules, repairs, and parts inventory.
- **Safety Compliance:** Ensure all work meets safety standards and complies with local regulations.
- **Customer Service:** Communicate effectively with clients, tenants, and team members to ensure high customer satisfaction and quick resolution of issues.
- **Emergency Support:** Be available for after-hours emergency service calls when necessary.

Qualifications:

- **Experience:** Minimum [X] years of experience working as an HVAC Technician, Facilities Maintenance Technician, or in a similar role.
- **Licensing/Certifications:** Valid HVAC certification and/or applicable trade certifications. [Additional certifications, e.g., EPA 608, OSHA, etc., may be required.]
- **Technical Skills:** Strong understanding of HVAC systems, troubleshooting techniques, and the ability to work with a variety of tools and diagnostic equipment.

- **General Maintenance Knowledge:** Familiarity with building systems such as electrical, plumbing, and mechanical.
- **Physical Requirements:** Ability to lift heavy equipment, climb ladders, and work in various environments, including confined spaces.
- **Communication Skills:** Strong verbal and written communication skills for interacting with clients and team members.
- **Problem-Solving Skills:** Able to assess problems and implement effective solutions quickly and efficiently.