



Kings Aire, Inc.

Job Description

Title: Service Technician II

FLSA STATUS: Non Exempt

Supervisor: Service Manager

Job Responsibilities: Mid level position for HVAC Technician. Assists in the installations, services and repairs of environmental-control systems in residential and commercial settings. Uses knowledge of refrigeration theory. Education and knowledge of HVAC, electrical, plumbing, mechanical codes & pipe fitting & structural layout. Minimal work experience in HVAC

Duties & Responsibilities

1. Arrive at jobsite at scheduled time and location as dispatched.
2. Relocate from one jobsite to another jobsite as dispatched during the workday.
3. Report to dispatcher when arriving and leaving jobsite.
4. Operate company vehicle as needed.
5. Follow instructions from supervisor and carry out in timely manner.
6. Report problems with company tools or vehicle promptly.
7. Report problems with equipment to Dispatcher to expedite parts delivery.
8. Purchase required tools as listed.
9. On call status for emergency service as required and ability to work staggered schedule if required.
10. Maintain professional appearance and attitude at all times.
11. Complete all warranty and service related forms properly.
12. Communicate with customers and collect C.O.D. on service visits.
13. Performs other duties as assigned.

Required Qualifications

1. Meet all qualifications and have all tools required for Service Technician I.
2. Train, instruct and oversee Technicians I.
3. Valid Texas or New Mexico State driver's license.
4. Beginning to layout and installs low voltage wire.
5. Beginning to read and interpret wiring diagrams and blueprints.
6. Understands benefits of preventive maintenance.
7. Performs routine preventive maintenance on residential and commercial equipment with minimum supervision, including completion of Checklist sheets and building diagrams and unit locations.
8. Begin troubleshooting and making repair recommendations to Lead Technician and Dispatcher.
9. Begin to interpret testing devices.
10. Demonstrate working knowledge of soldering and refrigeration procedures.
11. Operate power and hand tools safely.
12. Basic knowledge of electrical and refrigeration principles, service tools and testing devices.
13. Perform filter changes and do filter checklist paperwork unassisted.
14. Perform planned maintenance with minimal assistance.
15. Follow directions as given.
16. Commit to developing customer service skills.
17. Two years of work experience with HVAC systems.

Working Conditions

1. Schedule of hours, Monday thru Friday, eight work hours with one hour lunch between the hours of 7:00 a.m. to 6:00 p.m.
2. Management may request overtime hours with pay based on work load and or pending tasks.

Disclaimer Clause: The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee

Supervisor

Date