

**Skilled HVAC Service Tech**  
**Position Description / Score Card**

2015

**Role** Skilled HVAC Service Tech

**Mission** Property management and real estate service company. The mission of the Skilled HVAC Service Tech is to diagnose and perform HVAC repair & maintenance work at condo communities and commercial properties. Properties range from 20 to 221 units and are located primarily from Greenwich to Fairfield. Work includes HVAC repairs and replacement as well as plumbing, and electrical repairs.

**Outcomes**

Responsible for diagnosing and performing preventative and routine maintenance and replacements of HVAC work

Additional tasks will consist of Electrical and Plumbing work

Not opposed to doing other tasks if needed to fill the schedule

Respond to after hour's emergency calls for HVAC, electrical and plumbing repairs

Interact with commercial tenants and condo homeowner clients and promote trust & confidence

Use flat rate pricing and discuss repair options with condo & home owners

Must hold self to a high standard – quality of work, appearance and work area is kept clean

Can work independently – be given a task and get it done

**Competencies**

Technician must have at least a high school diploma, but prefer a technician that has completed a formal, Plumbing-Heating-Cooling Contractors, Air-Conditioning Contractors of American, or other nationally recognized apprenticeship programs. Must have state required HVAC/EPA licensing.

“People Person” - friendly, works well with others, lives to help others

Accountable

Communication

Problem solver

Proactive – can spot problems and fix or let office know to follow up

Experienced maintenance tech- **(minimum of 5 yrs experience)**

Lives within 45 min commute of Stamford

Presents a good image

Has drivers license

Has Truck or Van (a plus)

Has many of own tools

Hours 8am – 4:30 with 30 minute lunch (or similar)