

Clima - Tech, Inc.

**SERVICE TECHNICIAN
JOB DESCRIPTION**

Department: Service

Reports to: Service Manager

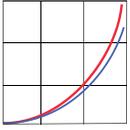
WORK ENVIRONMENT

This position has constant contact with the Service Manager and Dispatcher to receive service call detail and communicate call requirements and results. It also has frequent contact with customers, requiring reasonable tact and strong verbal/ written communication skills.

Service Technicians work in supermarket and restaurant establishments, anywhere there is climate-control equipment that needs to be installed, repaired or serviced. They may be assigned to specific job sites at the beginning of each day or may be dispatched to a variety of locations if they are making service calls.

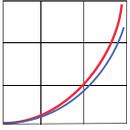
Technicians may work outside in cold or hot weather, or in buildings that are uncomfortable because the air conditioning or heating equipment is broken. In addition technicians might work in awkward or cramped positions, and sometimes they are required to work in high places. Hazards include electrical shock, burns, muscle strains, and other injuries from handling heavy equipment. Appropriate safety equipment is necessary when handling refrigerants because contact can cause skin damage, frostbite, or blindness. When working in tight spaces, inhalation of refrigerant is a possible hazard.

Position requires working in commercial arenas so compliance with occupational safety and health regulations must be exhibited while performing the job duties.



1. DUTIES AND RESPONSIBILITIES

- Install, maintain and repair heating, air conditioning and refrigeration systems.
- Maintain, diagnose and correct problems throughout the entire system.
- Adjust system controls to recommended settings and test the performance of the system using special tools and test equipment.
- Possess competent knowledge on the methods, tools, and equipment used in the maintenance, repair, and troubleshooting of HVAC/ refrigeration equipment.
- Follow blueprints or other specifications to install oil, gas, electric, solid fuel and multiple fuel heating systems and air-conditioning systems. After putting the equipment in place, install fuel and water supply lines, air ducts and vents, pumps or other components.
- Connect electrical wiring and controls and check the unit for proper operation.
- Use combustion test equipment to ensure the proper functioning of the system, such as carbon dioxide testers, carbon monoxide testers, combustion analyzers and oxygen testers in order to ensure that the system will operate safely and at peak efficiency.
- Perform routine maintenance and repair work to keep the systems operating efficiently.
- Adjust burners and blowers and check for leaks.
- If the system is not working properly, check the thermostat, burner nozzles, controls, or other parts to diagnose and correct the problem.
- Do maintenance work, such as replacing filters, ducts and other parts of the system that may accumulate dust and impurities during the operating season.
- Inspect the systems and do the required system repairs, such as overhauling compressors.
- Install service and repair commercial refrigerating systems and a variety of refrigeration equipment.
- Follow blueprints, design specifications and manufacturers' instructions to install motors, compressors, condensing units, evaporators, piping, and other components. Connect this equipment to the ductwork, refrigerant lines, and electrical power source.
- After making the connections, charge the system with refrigerant, check it for proper operation and leaks, and program control systems.
- When servicing equipment, use care to conserve, recover and recycle, the refrigerants used in air conditioning and refrigeration systems. The release of these refrigerants can be harmful to the environment, in accordance to government regulations.
- Use a variety of tools to work with refrigerant lines and air ducts, including hammers, wrenches, metal snips, electric drills, pipe cutters and benders, measurement gauges, and acetylene torches; use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components.
- Test electrical circuits or components for continuity, using electrical test equipment.
- Test pipe or tubing joints or connections for leaks, using pressure gauge, soap-and-water solution, infrared or heated diode leak detectors.
- Join pipes or tubing to equipment and to fuel, water, or refrigerant source, to form complete circuit.
- Reassemble and test equipment following repairs.
- Repair or replace defective equipment, components, or wiring.



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- Lay out and connect electrical wiring between controls and equipment, according to wiring diagrams, using electrician's hand tools.
- Install, connect, and adjust thermostats, humid stats and timers, using hand tools.
- Obtain and maintain required certifications.
- Comply with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.
- Inspect and test systems to verify system compliance with plans and specifications or to detect and locate malfunctions.
- Respond immediately to emergency situations including fire, evacuations and equipment failure.
- Identify and procure materials required for projects and troubleshoot technical issues in a timely and cost effective manner.
- Available for after hours scheduled and for emergency maintenance and repair functions.
- Participates in weekly on-call rotation and responds to after-hour calls promptly.
- Coordinate start and stop time (10/10 & 10/20) to Building Services Dispatches for each call.
- Organize all work detail (work performed, service recommendations, etc.) and complete an accurate work ticket for billing & payroll purposes. Submit all paperwork to the Service Manager within 48 hours of completion of each day's work.
- Obtain, record on work ticket and communicate to vendor an appropriate purchase order number when purchasing job-related parts and supplies.
- Maintains current EPA certifications and abides by all government regulations.
- Participates in regularly mandatory scheduled safety trainings
- Remains drug free, maintains a clean driving record, documentation, and upkeep on the Clima-Tech, Inc. vehicle.

2. QUALIFICATIONS

EDUCATION AND/OR EXPERIENCE:

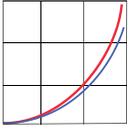
High school diploma or general education degree (GED) and three to five years related commercial refrigeration experience and/or training a plus; or equivalent combination of education and experience preferred. EPA Type I and II certification required. Universal certification preferred.

3. COMMUNICATION

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, correspondence, and provide documentation in a timely manner.

4. TECHNOLOGY

Ability to learn and utilize refrigeration/electrical control systems, basic computer skills, "smartphone" communication, and procedural documentation from the manufacturers.



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5. MATHEMATICAL / REASONING SKILLS

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

6. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to talk or hear.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 75 pounds and occasionally lift and/or move up to 125 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

7. WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The employee is frequently exposed to wet and/or humid conditions; working near moving mechanical parts; outdoor weather conditions; extreme cold and extreme heat. The employee is occasionally exposed to vibration.

The noise level in the work environment is usually moderate to loud.