



HVAC MAINTENANCE TECHNICIAN

Job Summary: A/C Masters is seeking a qualified, hard-working individual to perform routine maintenance and service repairs on HVAC systems, and install new units or replacement parts for existing units according to specifications and established safety guidelines. Candidates should have knowledge of commonly used HVAC industry concepts, practices, and procedures. Maintenance Technicians are expected to perform a variety of tasks as part of a team-oriented environment, while also maintaining a certain degree of creativity and autonomy to get the job done right.

In keeping with A/C Master's commitment to education and ongoing improvement, candidates should be self-motivated and driven to consistently improve his/her performance as well as that of the service department by consistently meeting or exceeding education, performance, and job costing goals.

This position is full time and includes opportunities for compensation based on department and individual performance goals, in addition to salary and benefits.

Job Duties

- Work safely following company policies both individually and as part of a team.
- Ensure customer satisfaction during all customer interactions.
- Perform routine maintenance on HVAC equipment.
- Install and repair HVAC related components and equipment according to manufacturer's specifications.
- Effectively communicate with customers and office staff.
- Promptly and accurately complete all required paperwork.
- Maintain cleanliness of assigned company vehicle.
- Notify service department head and CSR of new developments, changes, or customer concerns.
- Any other assigned duties as directed by management.

Education Requirements:

- High school diploma or equivalent.
- Minimum 2 years of experience in HVAC service or installation.
- Job relevant certifications are a plus.

Key Competencies:

- Effective written and verbal communication skills (English required, other languages a plus).
- Excellent customer service and problem-solving skills.
- Honesty, integrity, and dependability.
- Basic knowledge of industry safety standards.
- Professional demeanor.
- Mechanically inclined.
- Knowledgeable about the internal workings of HVAC equipment.
- Self-Motivated, but also able to take direction and work as part of a team.
- Valid driver's license with a good driving record (required).
- Must be able to pass a criminal background check.
- Knowledge of Wintaq and/or Nextraq systems a plus.

Physical Requirements:

- Able to work in extreme temperatures.
- Able to adapt to all environments including but not limited to confined spaces, rooftops, etc.
- Able to lift over 50 pounds.
- Able to work extended daily work hours.
- Flexibility to work nights, weekends, holidays and on-call.
- A/C Masters operates as part of a drug and alcohol-free environment.

Potential Benefits

- Hourly Pay.
- Commission on all new equipment and add-on sales.
- Potential for additional compensation based on department performance.
- Paid Sick Leave.
- 2 Weeks Paid Vacation.
- Company subsidized medical, dental, and vision benefits.
- Term life insurance.
- Company Sponsored Simple IRA.