



<i>Job Title:</i>	Mechanical Service Technician	<i>Employment Classification:</i>	Non-exempt
<i>Department:</i>	Service	<i>Prepared by:</i>	JRM 12.2.09
<i>Report To:</i>	Service Manager	<i>Approved by:</i>	JRM 12.2.09

JOB SUMMARY:

Provides technical support to PASCO Service Department; Performs start-up, maintenance, troubleshooting and repair on HVAC equipment and systems (including boilers and steam systems) safely, efficiently, and accurately. It is important to have good interpersonal and communication skills. A strong background in mechanical and electrical systems is also important.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- 25% Performs HVAC equipment start up per manufacturer's specifications and customer's requirements.
- 25% Performs HVAC equipment preventative maintenance per manufacturer's recommendations and customer's needs to maximize efficiency, safety and longevity of equipment.
- 20% Troubleshoots and repairs operational problems with HVAC equipment to bring equipment back to manufacturer's specification and system design.
- 10% Completes all documentation involved with the installation, maintenance or repair of HVAC equipment including time of service, problems discovered, solutions implemented, parts used and outstanding issues that could effect proper equipment application, equipment warranty, safety to site personnel, maintenance needs, or longevity of the equipment in an accurate and timely manner.
- 5% Makes operational recommendations to customers to improve equipment performance and safety and minimize equipment failure and unscheduled maintenance.
- 5% Instructs site personnel on proper operation and maintenance of equipment serviced.
- 5% Accountable for the proper utilization of company provided assets including service vehicle, tools, safety equipment, supplies, computer, cell phone etc.
- 5% Performs other tasks as needed as directed by the Service Manager.

QUALIFICATION STANDARDS:

- Must possess and maintain EPA certification at Level II or higher.
- Must have at the time of hire, and maintain throughout employment, a valid NYS driver's license free of major infractions.
- Must have prior commercial HVAC industry experience.
- Must have prior commercial boiler troubleshooting and repair experience
- Must have prior knowledge and understanding of steam boilers and systems.
- Formal HVAC training preferred.
- Must be able to independently diagnose and repair HVAC equipment.
- Strong electrical background in troubleshooting and repair of electrical/electronic control devices and circuits.
- Mechanical background with equipment repair.
- Prior customer service experience desired.
- Strong interpersonal and communication skills.
- Ability to analyze and solve problems.
- Excellent attention to detail.
- Ability to gather data, compile information, and prepare routine paperwork.
- Must have a strong understanding of Microsoft Office software (Outlook, Word, and Excel).
- OSHA 10 hour card preferred

SUPERVISORY RESPONSIBILITIES

The Service Technician does not have any supervisory responsibilities.

EQUIPMENT, MACHINES AND SOFTWARE USED

Ability to operate a computer, printer, telephone, photocopier, fax machine, forklift, scissors lift, duct jacks, hand tools, power tools, and refrigeration service equipment.

Computer Software: Microsoft Office to include Word, Outlook and Excel, McQuay Rapid and Alerton.

MENTAL AND VISUAL REQUIREMENTS

Moderate mental and visual attention required for performing manual work, machine operations, set-ups, inspections, and adjustments that require frequent decisions to detect and adjust for variance from proper operation.

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to climb, balance, stoop, kneel, crouch, crawl, reach, sit, stand, walk, push, pull, lift, use fingers, grasp, feel, talk, hear and perform repetitive motions.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

The worker is subject to both inside and outside environmental conditions, extreme cold and heat, noise, vibration, close proximity to moving mechanical parts, electrical current, fumes, odors, dusts, mists, or gases.

EMPLOYER'S DISCLAIMER

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, the company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I acknowledge that I have received and read the Job Description.

Employee Name

Date