**HVAC Technician**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

This position has constant contact with the Maintenance Manager and General Services Coordinator for HVAC/R to receive service calls and communicate call requirements and results. This position has frequent contact with customers, requiring reasonable tact and strong verbal/written communication skills.

**RESPONSIBILITIES**

* Organize all work detail (work performed, service recommendations, etc.) and complete an accurate work ticket for billing & payroll purposes. Submits all paperwork to the General Services Coordinator 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.
* Responsible for Preventative Maintenance & building checks; Maintenance of all Comb coils; Furnace & air conditioner change outs; Water heater maintenance and repairs; Maintenance of HVAC system design.
* Responsible for Job estimating, management & accountability. Provides project management/oversight and analyze electrical systems.
* Provides a variety of HVAC/R maintenance services. Including:
  + Rigging
  + Refrigerant handling
  + Commercial and Residential troubleshooting & repair
  + Advanced controls
  + Electric & DDS
  + Refrigerant circuits & accessories
  + Compressor & heat
  + Pump change outs
  + Advanced boiler operations
  + Commercial refrigeration
  + Chilled water systems
  + Zone systems & control
  + Water treatment
  + HVAC system design
  + Cooling towers
  + Pump troubleshooting & repair
  + TXV troubleshooting & repair
  + VAV system operations
  + Static pressure control
  + Soldering & brazing-advanced
  + Hydronic & heat pump systems Industrial refrigeration
  + Refrigerant systems cleanup
  + Welding & fabrication
  + Outdoor reset controls
  + Blue Print Reading
  + EMS
  + Centrifugal system bb. CO2, CO & O2 Control.
* Observes additional maintenance requirements and reports those to the appropriate supervisor.
* Accepts as condition of employment the fact that periodically may be required to work continually as and when requested to restore services, effect shut-downs or clear up emergency situations. Will be required to work some weekends.
* Performs other assignments, as directed by General Services Management.

**QUALIFICATIONS**

* Must possess a Master HVAC License
* Must have a Universal refrigeration certificate
* At least 5 years Technical School or equivalent experience
* Presents a professional, positive and helpful attitude at all times when interacting with residents, customers and co-workers. Exhibits an understanding of good interpersonal relations and functions as a team player, and sometimes team leader.
* Must be able to operate a motor vehicle
* Must be able to operate power or hand tools
* Must be able to work in boiler room on occasions where temperatures in the summer rise to between 105 and 110 degrees F.
* Must be capable of climbing through a drop ceiling and working above the ceiling at heights of 8 to 14 feet above the floor.
* Physical Requirements:
  + Must be capable of Lifting (approximately 50 lbs.)
  + Must be capable of Climbing (ladders, stairs, etc.)
  + Must be capable to bend or stoop
  + Must be able to walk for extended periods of time
  + Will be exposed to all weather conditions
  + Will be exposed to potentially harmful chemicals or materials

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision