



Position Title		Department	Reports to
Certified HVAC Technician		Maintenance	Director of Maintenance
Employment Status	Pay Range	FLSA Status	Effective Date
Full-Time	\$26-28/hour	Non-Exempt	3/1/24

POSITION SUMMARY:

The HVAC Certified Technician is responsible for installing, maintaining, and repairing HVAC systems to ensure they operate efficiently for multiple community living properties.

ESSENTIAL FUNCTIONS:

- Install, inspect and maintain all HVAC systems, including heating systems, air conditioning units, ventilation systems, and associated components
- Perform regular preventive maintenance on HVAC systems to ensure optimal performance and longevity
- Replace or repair defective parts or components as needed
- Troubleshoot, diagnose and identify issues with HVAC systems using technical expertise
- Conduct thorough inspections on all equipment to assess liabilities and maintain safety
- Development and implement effective solutions to resolve problems quickly
- Ensure all work complies with industry codes and standards
- Execute repairs on faulty or damaged HVAC components and replace old or inefficient parts when possible to improve system performance
- Maintain accurate records of all work performed, including service reports, equipment status and parts used
- Responsible for locating and diagnosing maintenance problems on equipment, conducting warranty services for quickly performing emergency repairs on certain equipment items
- Partner with management to establish priorities for service requests/emergencies
- Communicate effectively with residents and vendors
- Stay updated on industry trends, advancements and new technologies
- Adhere to safety protocols and guidelines when installing, repairing and maintain HVAC systems
- Assess and order supplies & equipment as needed
- Required to work overtime and handle service calls after hours, as needed, based on type of service needed
- Other related duties as assigned

EDUCATION & EXPERIENCE:

- High school diploma/GED required
- Certification as an HVAC Technician from an accredited program
- Proven experience as an HVAC Technician

ADDITIONAL REQUIREMENTS:

- To successfully fulfill the duties in this position, regular attendance is required
- Strong knowledge of HVAC systems, components and troubleshooting techniques
- Excellent problem-solving skills and communication skills
- Ability to communicate effectively, verbally and in writing with residents and staff
- Basic computer knowledge helpful
- Use of good judgement in making decisions

DESCRIBE OFFICE/WORK ENVIRONMENT:

Work is primarily performed in an office/apartment setting with adequate workspace, lighting, ventilation, and comfortable temperatures. Work may also be performed outside.

PHYSICAL DEMANDS:

- Constant standing, walking, bending, stooping, kneeling, reaching, and climbing ladders
- Requires ability to lift/carry up to 50 pounds

RANE Property Management, LLC is an Equal Opportunity Employer and complies with ADA regulations as applicable.

RECEIVED BY /PRINT EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE