HVAC Technician - Senior
UY4063

Job Overview

The HVAC Technician - Senior will provide HVAC services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading HVAC systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

General Responsibilities:

- Installs, maintains, and repairs heating, ventilating, and air conditioning systems.
- Monitors HVAC systems and operations and ensures that routine preventive maintenance is performed according to established schedules and standards.
- Responds to hot and cold calls, then troubleshoot and resolve issues.
- Checks, repairs and/or replaces valves, motors, controls, switches, gauges, wiring, fans, pumps, compressors, condensers, cores, pipes, and other functional components of the system.
- Performs all work in accordance with established safety procedures.
- Document all work in the CMMS system.
- Complies with all company safety and risk management policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Participates in regular safety meetings, safety training and hazard assessments.
- Applies all applicable OSHA and related local safety requirements to all assigned work.
- Performs all work in accordance with established safety procedures.
- Attends training programs (classroom and virtual) as designated.
- Serves as a lead HVAC Maintenance Mechanic by installing, maintaining, and repairing heating, ventilating, and air conditioning systems.
- Inspects completed work for conformance with requirements of local building and safety codes.
- Estimates time and material costs on HVAC projects.
- Requisitions HVAC supplies and equipment.
- Develops, under management supervision, capital project scope and budget for equipment replacements and energy conservation opportunities.
- Verify and implement preventive maintenance standards on all HVAC distribution equipment.
- Operate and maintain the building automation system.

- May be responsible for training new technicians in commercial HVAC systems, building management systems (BMS) and building automation systems (BAS).
- May perform other duties and responsibilities as assigned

Job Qualifications:

Experience/Knowledge:

- High School diploma, GED, or equivalent experience.
- 5 or more years of related work experience.
- Working knowledge of a variety of HVAC systems, including chilled water systems, variable air, variable refrigerant flow, single/multi-split and other commercial systems.
- May be required to have previous BMS experience if working in a commercial environment.

Skills/Aptitude:

- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Ability to maintain a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to provide clear directions and respond accordingly to employees.
- Ability to work well under pressure.
- Ability to work well alone and in a team.
- Must have basic phone and computer skills (email, texting, etc.).
- Good attention to detail.
- Excellent oral and written communication skills.
- Excellent management and organizational skills.
- Knowledge of and proficiency in all OSHA and local requirements related to all assigned work.

License/Qualifications
Certifications:

- Holds appropriate license/certification for the specific work to be done in the city and state in which the work will be done.
- Minimum requirement is EPA CFC Universal Certificate.

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.

- Maintains high standards for work areas and appearance.
- Attends work and shows up for scheduled shift on time with satisfactory regularity in light of Sodexo time and attendance policy and/or client operating hours.
- Ability to work a flexible schedule.
- Must comply with any dress code requirements.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally in an indoor setting, however, may participate in outside activities and events.
- Varying schedule to include evenings, holidays, weekends, and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.
- Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee_____ **Date**_____
Manager_____ **Date**_____