



## Job Description

Job Title: HVAC Technician  
Department: Production  
Reports to: Project Manager  
FLSA Status: Non-Exempt  
PWC Classification: NXC

### **JOB SUMMARY**

Perform maintenance, repairs, and modifications of HVAC systems. Meet production goals in accordance with Weatherization Programs and all applicable manufacturer's specifications, federal, state, and local laws as well as PWC policies.

### **RESPONSIBILITIES**

- Complete inspections of all HVAC equipment (water heaters, furnaces, dryers, stoves, any and all fuel burning applications, and electric appliances).
- Collect all information from data plates on the equipment and any other information to complete required paperwork.
- Use all HVAC tools including: combustion analyzer, refrigeration gauges, recovery equipment, air meters, leak detectors, manometer, multi-meter, pressure differential equipment, and troubleshooting equipment.
- Maintain an inventory of assigned tools and equipment in good condition.
- Complete accurate and detailed paperwork.
- Load and unload trucks as required; maintaining truck stock to perform regular maintenance.
- Make necessary repairs to all types of heating and cooling equipment.
- Perform other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated mastery of basic hand tools
- Ability to repair and maintain various types of heating & cooling equipment.
- Ability to communicate effectively with supervisors, other team members, and clients
- Ability to read work orders
- Ability to write and complete necessary paperwork

### **PHYSICAL REQUIREMENTS**

- Frequent standing, stooping, walking, crawling, lifting of light to medium objects (up to 80 pounds).
- Ability to work with hands.
- Standing for extended periods of time.

### **WORK ENVIRONMENT**

- Client's homes (basements, kitchens, attics, or crawlspaces)
- Weather conditions (extreme hot or cold temperatures)

### **EDUCATION AND EXPERIENCE**

- High School diploma (or equivalency)

### **LICENSES AND OTHER REQUIREMENTS**

- Certificate from an accredited HVAC program preferred
- Minimum of 1 year of experience in HVAC repair or installation preferred

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Employee Signature

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Date

People Working Cooperatively is an equal opportunity employer: EEO-Minorities/  
Females/Disabled/Veterans