



Title: HVAC Technician 1
Department: Oxford Services
Reports to: Skilled Trades Manager
Status: Full-Time, Hourly, Non-Exempt
Revised: August 2024

General Description

The HVAC Technician 1 will be responsible for the preventative maintenance, installation and repair of HVAC equipment. Position requires that the individual be a self-starter, problem solver, and interact well with all levels of employees and building occupants. Position involves complex HVAC and building system troubleshooting as well as general maintenance tasks.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Perform preventive maintenance
- Respond to HVAC service calls via automated work order system, ability to be redirected as required, including responding to after-hours emergencies
- Troubleshoot refrigeration systems and change out compressors
- Experience working with and installing furnaces, air conditioning condensers, unit heaters, mini splits, heat pumps, and RTU installations.
- Demonstrates the ability to handle the technical complexity regarding products, services, transactions, and systems or processes; focuses on continuous learning in area(s) of expertise
- Executes an assignment to keep on track with “getting the job done” on time and within budget, while fully satisfying the clients’ needs
- Communicates clearly and effectively, avoids ambiguity and vagueness, adapts information to audience expertise and interests, and gathers and gives information to others in a timely manner
- Collaborates with others regardless of role, business unit, or location; works effectively with people who have diverse ideas, perspectives, and values; contributes to and leverages the Firm’s body of knowledge
- Demonstrates a strong knowledge of safety awareness, and utilizes this in actions and results
- Embraces and participates in continuous learning and skill development
- Performs other related tasks deemed necessary by supervisor

Minimum Qualifications

- High School diploma or GED
- Two years related experience and/or completion of a certified HVAC program
- Demonstrates knowledge and skill of the operation and repair of all types of heating and ventilation systems
- Ability to work at various heights, work in changing temperatures, and lift, move, and/or carry heavy (up to 75 pound) objects
- Universal EPA Cert Preferred (or ability to obtain within 3 months)
- Ability to analyze the operation of the various systems, determine the cause of any problem/malfunctions, and determine/provide corrective action
- Ability to immediately recognize system shortcomings and respond to operational and emergency situations

- Valid NYS Driver's License
- Own transportation

Desired Skills & Knowledge

- OSHA 10 Hour Class Certification
- Knowledge of HVAC equipment including but not limited to, furnace, air conditioning condensers, unit heaters, mini splits, heat pumps and RTUs
- Energy Management Systems
- Excellent communication skills (both written and oral)
- Excellent interpersonal skills

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift 75 pounds and sit for long periods of time.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.