

APEX MECHANICAL SYSTEMS, INC.

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453 E. WENGER ROAD

ENGLEWOOD, OH 45322

An Equal Opportunity Employer



POSITION:

HVAC Commercial Service Technician

JOB TYPE: Full-time. 8 hr. shift Monday – Friday. On call/possible occasional overtime.

PAY: \$25.00 - \$40.00 per hour based on experience.

POSITION DESCRIPTION:

The Service Technician's primary responsibility is to repair, test, troubleshoot, maintain and start-up commercial HVAC systems. Technicians will utilize their knowledge of pipe fitting, air conditioning theory and ability to read electrical wiring diagrams, building schematics, blueprints, mechanical layouts to provide the highest level of customer service to commercial clients. The Service Technician will assess client concerns and desires, affect necessary repairs and/or suggest replacement if appropriate. The HVAC/R Service Technician's focus on client care ensures the client is afforded the best possible options available.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- High School Diploma or Equivalent (Required)
- Associate degree or equivalent from a Technical/Trade School with a certificate in Heating, Ventilation, and Air Conditioning (Preferred)
- 3+ years field experience in HVACR
- EPA Certification; OSHA 10 (Preferred)
- EPA Universal Certification
- HVAC or Refrigeration: 3 years (Required)
- Valid driver's license with insurable driving record.
- Must be able to pass a drug screen.

KNOWLEDGE, SKILLS & ABILITIES:

- Basic electrical, mechanical and refrigeration skills/theory knowledge.
- Sound knowledge of HVAC systems, methods, safety standards and protocols.
- Ability to read blueprints and mechanical drawings.
- Ability to operate power and hand tools safely.
- Problem solving and troubleshooting ability.
- Excellent customer service skills.
- Strong communication skills.
- Ability to represent Apex Mechanical Systems in a professional & courteous manner.
- Must be able to lift and or move up to 50 lbs. and occasionally lift and or move 50+ lbs.
- This position requires the regular use of hands, fingers, walking, stooping, kneeling, and climbing ladders.
- This position may require working in diverse conditions including but not limited to mechanical equipment rooms with exposure to noisy operating equipment, exposure to extreme weather conditions, precarious places, and risk of electrical shock (high voltage).

KEY JOB DUTIES & RESPONSIBILITIES:

- Obtain job-site schedule from dispatch team and resolve any conflicts.
- Communicate with key client personnel to ensure thorough understanding of service needs.
- Request replacement parts, supplies from appropriate personnel.
- Submit detailed paperwork for each job conducted with all appropriate information complete.
- Perform scheduled and unscheduled preventative maintenance, inspections, site surveys, and service requests including replacement, and modifications of equipment or systems as needed or requested by customers.
- Coordinates with Service Manager and client to ensure that requirements for all on-site installation and repairs are met by extensively examining building layouts, forecasting issues, gathering materials and coordinating on-site work.
- Responsible for servicing products and equipment on assigned projects including client training and follow-up training if necessary.
- Maintain/update technical proficiency qualifications via training, seminars, etc.

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- Perform special/complicated installations/repairs with or without assistance.
- Conduct quality control inspections at assigned job sites.
- Maintain “On-Call” eligibility in accordance with company policies and procedures.
- Submit accurate labor-hour reports and documentation, material sheets, etc.
- Stays current on industry standards concerning installation, operation, maintenance, service and repair of HVAC systems and components.
- Makes every reasonable effort to ensure safe practices and get every employee home safely.
- Maintains company vehicle by scheduling and ensuring needed repairs are completed. Keeps records of all completed repairs.

OTHER DUTIES:

- Perform other duties as assigned to ensure the efficient operation of the company.
- Attends meetings and training as assigned in order to obtain necessary information required to improve knowledge and job performance.

BENEFITS:

- 401(k) matching
- Profit sharing
- Health Insurance
- Company paid Life Insurance policy.
- Paid time off.
- Referral program
- Professional development assistance
- Company vehicle

We value our employees and are committed to doing everything possible to ensure your continued growth and opportunities!

Apex Mechanical Systems complies with applicable federal civil rights laws and does not discriminate, exclude people, or treat them differently because of race, color, ethnicity, religion, culture, language, national origin, age, disability, socioeconomic status, sex, sexual orientation, or gender identity or expression in its various programs and activities.