



**KASLO, LLC
JOB DESCRIPTION**

Title: HVAC Service Technician – Residential Division
Reports to: Residential Service Manager

Summary of Position:

This position is responsible for the maintenance and replacement services of residential HVAC according to the state and local codes and to satisfy the customer's needs.

Job Type: Full Time

Duties & Responsibilities:

- Perform skilled mechanical maintenance duties in the inspection, diagnosing defects, and repair of heating and air-conditioning equipment which includes, but not limited to, ductless mini-split systems, furnace/boilers, air handlers, indoor coils, and condensers. Must follow manufacturing and company installation requirements as well as following state and local codes. Receive all materials and equipment required for each job, confirm, and load them into the company vehicle.
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- Calibrate systems.
- Perform preventive maintenance and routine servicing of equipment.
- Operate specialized machinery, equipment and tools utilized in the repair and maintenance of heating, ventilation, and air-conditioning systems.
- Assist on job sites with other technicians.
- Create and maintain cordial and collaborative working relationships with both supervisors and co-workers.
- Always maintain a high level of professionalism when driving, dealing with customers and when communicating with vendors.
- Must clean the work area, remove, and dispose of old parts replaced during maintenance and service of the systems. Before leaving the customer's job and answer any questions the customer may have.
- Obtain customer signature on company provided tablet or paperwork order.

- Complete and submit all paperwork timely that is needed for each job, packing slips, gas receipts and credit card receipts. Be sure to record the job number or truck number on the receipts.
- Communicate with office should you require additional service tickets on board, job numbers, or assistance with documentation.
- Record all entries of labor hours and materials used on each job upon completion in the Service Titan system, follow all company procedures as stated in the Procedure Manual, including proper purchase order system.
- Check in with dispatcher as needed to communicate your status.
- Responsible for weekly submission of accurate timesheets in a timely manner to meet payroll processing deadlines.
- Responsible for following strict safety program guidelines including the use of PPE's (personal protective equipment) and fall protection equipment.
- Maintain and schedule regular maintenance on company provided vehicle.
- Required to wear uniforms and maintain a neat and clean appearance.
- Required to meet all current regulatory standards and always keep the current.
- Required to be in a rotating on-call schedule from Friday 8:00 am through the following Thursday at 8:00 am.
- Required to meet all current regulatory standards and always keep current.
- Ability to travel to various states, as needed, and stay overnight with expenses to be a company expense.

Qualifications:

- High school degree, GED or equivalent; EPA certification is a plus.
- HVAC experience 1-3 years
- US work authorization
- Possess effective verbal and written communication skills.
- Must work well with others, including other technicians and tradesmen.
- Must have honest and dependable personality.
- Strong Mechanical aptitude
- Self-motivated individual with strong ability to follow instructions and be able to work alone as well as effectively within a team.
- Ability to display a professional company image.
- Ability to deal with difficult customers.
- Possession of a valid driver's license with a good driving record
- Ability to pass a background check if requested.

Physical Requirements:

- Physical ability to stand and or walk frequently.
- Physical ability to drive multiple hours to and from customer job locations.

- Physical ability to climb, bend, stoop, kneel, crouch, crawl, and squat.
- Physical ability to perform work on ladders, scissor lifts, roofs, basements, attics, crawl spaces, tight/enclosed spaces and be in the outside environments in various weather conditions.
- Physical ability to use both hands.
- Physical ability to lift to 50 lbs.
- Physical ability to occasionally lift various items, such as compressors, tools, and equipment up to 75-100 pounds.

The above statement reflects the general details considered necessary to describe the principle function of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent to this job. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will".