Position Title: HVAC Technician

Pay Range: $17.97-$27.27

Reports to: Weatherization Crew Supervisor

Status: Non-Exempt

Primary Purpose and Function

The HVAC Technician repairs and installs HVAC systems in eligible homes to fulfill CRP’s contractual obligations to make homes energy-efficient. This position includes providing quality installation of HVAC systems.

Essential Functions and Responsibilities

1. Establish service by studying system requirements materials & parts, completing repairs & testing operations.
2. Provide quality workmanship in installation of HVAC systems
3. Troubleshoot problems with complex systems
4. Perform general and preventative maintenance on HVAC systems
5. Follow WIS and other guidelines for installation standards
6. Install all eligible weatherization measures
7. Eliminate lead hazards and keep homes CAS safe
8. Follow Lead Hazard Guidelines when working in pre-1979 homes
9. Educate clients about energy efficiency and lead safety, distribute educational materials
10. Complete all necessary forms in client file, ensuring accuracy and legibility
11. Transport materials, tools, and appliances to/from job site and account for all materials used
12. Maintain vehicles, tools, and equipment in safe, working order
13. Comply with all of Community Resource Project’s organizational policies and procedures
14. Maintain certifications and provide supervisor with all documentation
15. Enhances organization reputation by accepting ownership for accomplishing new & different requests, exploring opportunities to add value to job accomplishments
16. Other duties as required

Technical Requirements

1. 3-4 years of construction/ or building experience, with proficiency in a wide range of skills
2. Skilled use of electrical and manual construction tools
3. High & low voltage wiring
Community Resource Project, Inc.

Job Description

4. Welding
5. Metal fabrication
6. HVAC & Duct installation
7. Basic residential plumbing skills (water and gas)
8. Basic residential carpentry skills
9. Basic residential electrical skills

Preferred Knowledge and Skills

1. Appliance delivery, removal and installation
2. Attic installation calculations and installing
3. Attic ventilation calculations and installing
4. Blower door testing
5. Duct blasting testing
6. Combustion clearances testing
7. Combustion appliance testing
8. Combustion venting calculations and installing
9. Knowledge of Lead Based Paint
10. American Red Cross First Aid and CPR certification
11. EPA Certified

Required Knowledge and Skills

1. Must be able to lift 50lbs
2. Maintain a valid driver’s license
3. Clean driving record
4. Ability to read and write English proficiently
5. Ability to write accurate and detailed reports describing condition of the dwelling
6. Excellent math skills for basic functions (fractions, standard computation)
7. Ability to use a 10-key calculator
8. Knowledge of building codes
9. Excellent customer service skills and ability to interact with diverse populations
10. Ability to establish priorities, work independently, and proceed with objectives without supervision
11. Ability to handle and resolve recurring problems

At-Will Employment

Community Resource Projects’ (CRP) employment policy is at will. Under the at-will policy neither the employee nor CRP is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at will. Either side may terminate the relationship at any time, with or without cause and with or without notice. CRP also retains the right to demote, transfer, change employee job duties, and change employee compensation at any time with or without notice and
with or without cause in its sole discretion. In deciding to work for CRP, or continuing to work for CRP, you must understand and accept these terms of employment.