

<b>Job Title:</b>	<b>HVAC Field Technician</b>	<b>Department:</b>	Construction
<b>Location:</b>	810 Bryant St., Kalamazoo, MI 49001	<b>Travel Required:</b>	Intermittant Local Travel
<b>Starting Salary Range:</b>	\$16.00 to \$22.00 per hour	<b>Position Type:</b>	Full Time
<b>Benefits</b>	Health Insurance, Company phone, tools and work vehicle, 4 weeks PTO, 10 paid holidays, Paid trainings and conferences		

**TO APPLY: E-mail: [swright@communityhomeworks.org](mailto:swright@communityhomeworks.org) Subject Line: HVAC Technican Resume**  
**Attention: Shaun Wright**

**Position Summary:**

The person in this position is a HVAC installer and service technician, working directly in residential homes. Responsibilities include direct installations in new and existing structures of forced air furnaces, heat pumps, split air conditioning systems, ventilation equipment, domestic hot water equipment (both tank-type and on-demand), and diagnostics, service, and repair of existing systems. MUST be dedicated to energy efficiency and continual learning in the building science and HVAC field.

**Duties and Responsibilities:**

- Perform complete installations of ductwork, gas piping, low and high voltage electrical wiring, refrigeration lines and water piping for furnaces, boilers, water heating equipment, heat pumps, split system air conditioning, and ventilation equipment in a residential and light commercial setting. Ability to conduct complete startup measurements and adjustments.
- Diagnose, adjust, maintain, retrofit, and repair all of the above HVAC systems
- Work well with office staff and other field technicians to complete all tasks in a professional and timely manner.
- Properly complete all paperwork required in a timely fashion, secure parts and tools needed for various jobs throughout the day, and track time, parts and tools.
- Complete projects to required codes, as assigned, and in a manner which is both professional in execution and exceeds industry standards.
- Assist the Energy Efficiency team with home-weatherization retrofits as needed
- Maintain a clean work environment in the field, the warehouse, and work vehicles.

**Minimum Skills/Qualifications:**

- Minimum of 3 years experience in the HVAC industry with a preferred certificate or degree in HVAC.
- EPA Universal Refrigerant Certification (uncertified applicants will NOT be considered)
- Valid Michigan Driver’s License and insurability under Company Insurance.
- Fully understands the refrigeration cycle, heating cycle, electron theory and electricity.
- Fully understands the fundamentals of temperature and humidity measurement and control in air conditioning systems. Understands the process of treating air so as to simultaneously control its temperature, humidity, cleanliness and distribution.
- Ability to properly conduct heat load and duct load calculations.
- Excellent time management skills, written and oral communication skills.
- Ability to deal with difficult people.
- Demonstrated ability and experience in building science and residential energy efficiency. Dedication to Energy Star and “green” building.
- **A heart for, and desire to serve, disadvantaged populations and a commitment to fulfill our mission to empower low-income neighbors to maintain safe, sustainable, and dignified homes.**