



Housing Services Division

P: (440) 997-5957

www.accaa.org

F: (440) 998-1925

HVAC Technician Job Description

Job Title: HVAC Technician / Furnace Tech

Supervisor: Energy Coordinator

Status: (Regular, Full Time)

General Responsibilities: At the direction of the Energy Coordinator and/or Housing Coordinator, performs assessment of combustion appliances/heating units and A/C units including testing and documentation to prepare time, cost and labor estimates for products, services, and installs measures appropriately to ensure customer health and safety.

Specific Duties and Responsibilities:

- Will know and apply Standard Work Specifications (SWS) and the NFPA. Has ability to refer to the SWS and NFPA in reference to questions of work to be performed, analyze the facts and make decisions based on the individual job and the SWS and other referenced codes.
- Performs initial safety inspection of the heating and other combustion appliances if the Inspector/Estimator has not completed it.
- Is able to complete a Manual J to determine proper sizing of the heating unit replacement if not completed by the Inspector/Estimator.
- Install heating units, water heaters, A/C units, roof jacks, vents, thermostats and any other component as per the manufacturer's instructions and the SWS and other referenced codes.
- Is able to inspect, trouble shoot and resolve the problem for inoperative heating units, water heaters and A/C units.
- Responsible for correct accurate completion of all paperwork required on furnace jobs including Requisitions, Returns, Time Sheets with correct job numbers, and complete final test numbers on all combustion appliances.
- Portrays a neat, professional appearance. Is able to dress according to the weather condition and jobs assigned while remaining neat, clean and well groomed. ACCAA will provide a uniform that is expected to be worn daily.
- Cleans assigned workspace and vehicles of debris. Pick up and properly puts away supplies and equipment.
- Completes all tasks as assigned.

Qualifications:

Five (5) years field experience and a High School diploma or equivalent.

Knowledge of the following areas and/or ability to attend and successfully complete the following Ohio Weatherization Training Center courses which may include overnight travel.

- OSHA 10
- Lead-Safe RRP-1
- Intro to Inspection
- Heating Unit Inspection (HUI)
- Heat Technician Training (HHT)
- Heat Technician Series Certification Test
- Heat Technician Refresher Series
- Lead RRP 5 year Refresher

Will retake courses or updates as required by the Ohio Department of Development.

Position requires own personal basic tool kit.

Knowledge/Skills/abilities: Fundamental skills must include: ability to work tasks efficiently, math and good written and oral communications. Must be able to work with and be sensitive to the needs of low-income, elderly, handicapped and minority residents.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and or move up to 80 pounds.

Must know, understand and apply the concept of “Customer Confidentiality” at all times.

Must have a valid drivers’ license and be insurable through the Agency’s insurance carrier (check of BMV by Agency insurance carrier will be made).

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Must comply with ACCAA Drug Free Workplace policy.

All employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

I have read and understand my job description. I agree to perform this job to the best of my abilities.

Employee Signature

Date