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Helping People. Changing Lives.

Community Programs: Development-Housing-Energy

Judith Barris
Executive Director

David Speelman
Board Chairperson

Carmen Kuula
Director of Community Programs

INTERNAL/EXTERNAL POSITION POSTING

Position Title: Furnace Technician

Posting Date: November 20-November 30,2020 or until filled

Requirements: Fiev (5) years field experience and a High School diploma or equivalent.

Submit Resume to:

Kathy Summers
ACCAA-HR
PO Box 2610
Ashtabula, OH 44005-2610

Or email to: ksummers@accaa.org

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

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Housing Services Division

P: (440) 997-5957 www.accaa.org F: (440) 998-1925

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ACCAA-HOUSING
Job Description

Job Title: Furnace Technician

Supervisor: Operations Manager
Status: (Regular, Full Time) Level: 5, Salary Range $30,000 - $55,000

General Responsibilities: At the direction of the Operations Manager and/or Director, performs assessment of combustion appliances/heating 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 Weatherization Program Standards (WPS). Has ability to refer to WPS in reference to questions of work to be performed, analyze the facts and make decisions based on the individual job and the WPS and other referenced codes.
- Performs initial safety inspection of heating unit if the Estimator/Inspector has not completed it.
- Determines if a Chimney Sweep is necessary. Completes a contractor write-up and forwards it to the inventory/coordinator.
- Is able to complete a Manual J to determine proper sizing for heating unit replacement if not completed by the Estimator/Inspector.
- Install heating units, hot water tanks, vents, roof jack and thermostats as per the manufactures instructions and the HWAP Standards.
- Is able to inspect, trouble shoot and resolve the problem for inoperative heating units and hot water tanks.
- Responsible for correct accurate completion of all paperwork required on furnace jobs including Requisitions, Returns, Furnace Truck Stock paperwork, time cards with correct job numbers, and complete final test numbers on all combustion appliances.
- Portrays a neat, professional appearance. Is able to dress according to weather condition and jobs assigned while remain neat, clean and well groomed. Clothing should not be torn or dirty.
- Cleans assigned workspace and vehicles of debris. Picks up and properly puts away supplies and equipment.
- Completes all tasks as assigned.

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Qualifications: Five (5) years field experience and a High School diploma or equivalent is required.

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

Heating Unit Inspection (HUI)
Manual J (MANJ)
House & Heating System Electricity (HHSE)
Gas Furnace Maintenance and Repair (HHSE)
Lead-Safe Weatherization (LSWX)
Oil Furnace Maintenance and Repair (OFMR)
Boiler Heating System Inspection (BHSI)
Heat Pump/Air Conditioning (HPAC)
Heating Technician Series Refresher (HTR)
Heating Technician Series Certification Test (BPIH)

Must retake courses or updates as required by ODOD, OEE.

Position requires own personal basic tool kit.

Knowledge/Skills/Abilities: Fundamental skills must include: ability to plan 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 driver's 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.

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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 Date

PO Box 2610, Ashtabula, OHIO 44005-2610

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