



Title	HVAC Technician	Department	Service
Reports To	Service Manager	FLSA Status	Non-Exempt; Hourly

SUMMARY

Under the general supervision of the Service Manager, the HVAC Technician installs and services systems for commercial and residential customers.

PRIMARY FUNCTIONS

The HVAC Technician is primarily responsible for the following functions:

- Serves as the Lead Technician in mapping and installing HVAC systems.
- Performing service calls and preventative maintenance on existing systems.
- Completes system inspections, repairs, and tests.
- Provides technical direction and on-the-job training with Apprentices.
- Communicates with the Service Manager and Installation Coordinator to create cost estimates, place orders for inventory, and ensure customer satisfaction.
- Keeps detailed reports of work done at various job sites to ensure optimal communication among team.
- Performs all other similar duties as required.

QUALIFICATIONS

Required:

- High school degree or equivalent.
- Current EPA 608 Universal license.
- 1-3 years prior experience as an HVAC Technician.
- Valid driver's license.
- Ability to work extended hours as necessary, especially during peak demand seasons.

Preferred:

- Familiarity with oil and propane
- Oil Burner Technician license
- Valid DOT Medical Card, or ability to obtain within thirty (30) days of hire.
- CDL A or B
- CETP Training
- Prior experience working for a fuel company.
- Bilingual in English or Spanish.

SUPERVISION

Received: Works under the general direction of the Service Manager.

Exercised: Provides occasional supervision to Apprentices.

WORKING ENVIRONMENT

Field:

- Regularly works outside in varying weather conditions.
- Often subject to extreme variations of temperature and odors.
- Often exposed to fumes, airborne pathogens, toxic or caustic chemicals.
- Regularly exposed to moderate to loud noise levels.

Office:

- Moderately noisy office, subject to frequent interruptions.
- Not subject to extreme variations of temperature and odors.
- Broco Energy is a family-friendly workplace. Well-behaved dogs are regularly in the office and children are frequently present. There is a shy cat on the second floor.

The Company has completed a full Job Hazard Assessment for this position that is evaluated at least annually and reviewed with all employees during onboarding.

PHYSICAL REQUIREMENTS

- Frequency required to stand, walk, and operate tools and heavy equipment.
- Frequently required to climb, balance, stoop, kneel, and crouch.
- Frequently lifts up to 50 pounds independently, and up to 100 pounds with assistance.
- Must be able to accurately see colors and smell.

DISCLAIMERS

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions as listed either unaided or with the assistance of a reasonable accommodation, to be determined by management on a case-by-case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Broco Oil, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status, and will not be discriminated against on the basis of disability.

Broco Oil, Inc. does not use Artificial Intelligence (AI) to evaluate candidates or make decisions regarding employment.

ACKNOWLEDGEMNET

By signing below, you confirm that you have read and understand this job description.

Signature

Print Name

Date