

# Macon Electric Heating & Air, LLC

## Job Description

**Position Title:** Service Technician

**Date:** August 11, 2021

**Organization Unit:** Macon Electric Heating & Air

**Department:** Service

**Reports To (Position Title):** Service Manager

**Job Status:** Non-Exempt

**Position Scope:** State the actual functions for which the position is responsible.

The Service Technician is responsible for providing necessary skills for the effective performance of the activities of the assigned position within policies and procedures. He/she will work beside other members of the Service team to ensure that work is properly allocated and completed in a timely and accurate manner.

**Major Responsibilities:** List those activities which are performed in carrying out the position scope.

- Installation of new HVAC systems
- Installation of Ground Source Heat Pumps
- Replacement of HVAC systems

**Major Tasks:** List those elements of work performed in carrying out the major responsibilities.

- Service of HVAC systems
- Fabricate ductwork
- Wire equipment
- Gas Pipe Installation
- Furnace and GSHP service inspections
- Performs other duties as directed by the Service Manager.

**Position Abilities & Skills:** State those abilities and skills required to possess this position.

- Must be able to lift at least 10 lbs.
- Must be able to work independently as well as be a team player.
- Must have the ability to multitask, work under pressure and meet required deadlines.
- Should possess a working knowledge of HVAC systems

**Position Qualifications:** Desired qualifications to perform the duties and responsibilities of the position.

- High School Diploma
- Ability and willingness to work nights, weekends and holidays as/if needed
- Must be able to lift at least 50 lbs