



KASLO, LLC
Laconia Refrigeration & New England Mechanical

Job Description

Title: HVAC/Refrigeration Preventive Maintenance Technician

Reports to: Service Manager

Summary of Position:

This position is responsible for the preventive maintenance and cleaning of commercial HVAC and refrigeration.

Duties & Responsibilities:

- Perform cleaning of commercial HVAC and refrigeration system including rooftop units, walk in coolers and freezers, cases and ice machines.
- Change out filters on units and reorder filter stock as needed.
- Perform inspection of equipment for noises and noticeable issues, and contact the service manager with information.
- Create ticket for all PM services for commercial contract accounts. Communicate with office should you require tickets on your board, job numbers, or assistance with documentation.
- Obtain customer signature on company provided tablet or paper work order.
- Assist on job sites with other technicians.
- Operate specialized machinery, equipment and tools utilized in the preventive maintenance of heating, ventilation, air-conditioning, and refrigeration systems.
- Record all entries of labor hours and materials used on each job upon completion in the WINTAC system, follow all company procedures as stated in the Procedure Manual.
- Check in with service manager as needed to communicate your status.
- Responsible for time management of jobs scheduled each day.
- Responsible to completion of accurate time card and submission.
- Responsible to follow strict safety program guidelines including the use of PPE's (personal protective equipment) and fall protection equipment.
- Submit paperwork to the office at the beginning of each week for the prior week, including time card, packing slips, gas receipts and credit card receipts. Be sure to record job number or truck number the receipts.

- Maintain and schedule regular maintenance on a company-provided vehicle.
- Maintain a high level of professionalism at all times when driving, dealing with customers, on job sites and when communicating with vendors.
- Required to wear uniforms and maintain a neat and clean appearance.
- Required to meet all current regulatory standards and keep them current at all times.

Qualifications:

- High school diploma or equivalent.
- Excellent telephone etiquette and customer service skills.
- Strong written & verbal skills.
- Work well with others including other technicians and tradesman
- Self-motivator and strong multi-tasking, organizational, and detail-oriented capabilities.
- Ability to deal with difficult customers
- Have ability to concentrate and perform very well under pressure.

Physical Requirements:

- Physical ability to stand and or walk frequently.
- Physical ability to drive vehicles up to 8 hours per day.
- Physical ability to climb, bend/stoop, kneel, crouch, crawl and squat.
- Physical ability to perform work on ladders, scissor lifts, roofs, basements, attics, crawl spaces, coolers/freezers, tight/enclosed spaces & be in outside environments in various weather.
- Physical ability to use both hands.
- Physical ability to frequently lift up to 50 pounds.
- Physical ability to occasionally lift various items, such as compressors, tools and equipment up to 75 pounds.

The above statement reflects the general details considered necessary to describe the principle function of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent to this job. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will".