



POSITION: HVAC Service Technician

GENERAL JOB DESCRIPTION: Under the direction of the Operations Manager, this role will be primarily responsible for providing accurate estimates and related client correspondences and site visits.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for the operations, repairs, replacement and preventative maintenance of commercial and industrial air conditioning and heating systems.
- Serves existing accounts by analyzing work orders, planning daily travel schedule, investigating complaints & resolving issues.
- Must have working knowledge of boilers, air handlers, fan coil units, cooling towers, pumps, exhaust and supply fans, package units and other building mechanical and electrical equipment.
- Work with the Preventive Maintenance Coordinator and Dispatch to ensure that the workload is accomplished in a complete and timely manner.
- The individual must maintain safe work practices in support of the OSHA Health & Safety and NFPA 70e standards as it applies when performing the assigned duties.
- Produce timely and detailed service reports
- Document processes
- Operate service vehicle in a safe manner
- Comprehend customer requirements and make appropriate recommendations
- Build positive and long lasting relationships with customers

POSITION REQUIREMENTS; PREFERRED (BUT NOT REQUIRED)*

- High School Diploma or GED
- 2-5 years of experience in maintaining similar type and size commercial equipment, along with installation experience.
- Universal CFC certification/EPA certification.
- Strong oral and written communication required.
- Ability to follow written and verbal instructions and perform duties with minimal supervision in isolated areas.
- Knowledge and experience in the proper use and safe operation of hand tools, equipment and testing devices necessary to perform all work assignments.
- Valid Driver's license and able to maintain a good driving record.
- Ability to wear Personal Protective Equipment (PPE). i.e., but not limited to, Dust mask, gloves, eye protection and hearing protection.
- Working knowledge of desktop computers and Internet based programs to perform required annual training.
- Ability to wear a company uniform and maintain a neat personal appearance.



PHYSICAL REQUIREMENTS:

(The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and stand, use hands to operate computer keyboard and telephone, talk and hear.
- Lift and/or move up to 50 lbs. occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10lbs. of force constantly to move objects.
- Ability to climb up and down ladder frequently. The employee must possess the ability to navigate the complexities of a construction site while working on site and practicing the site safety requirements and SDME policies.

SDME OFFERS:

- Full Benefits Package including 401k plus company match.
- Competitive Salary*
- Dynamic and fast-paced working environment
- Paid company holidays
- PTO and sick leave
- Company issued vehicle and gas card

*Actual compensation is determined by several factors that are unique to each candidate, including but not limited to job-related skills, depth of experience, certifications, relevant education or training, and specific work location, among others. The offered wage or salary is only one aspect of an employee's total compensation.

ABOUT US

Incorporated in 2014, San Diego Mechanical Energy (SDME) is a certified small business, independently owned and is headquartered at 7568 Trade Street in San Diego. SDME operates in the greater San Diego area. SDME designs, installs, and services all types of HVAC equipment.

SDME has preventative maintenance contracts throughout San Diego servicing all types of mechanical equipment. Our clients include (but are not limited to) government and municipalities, commercial and private real estate agencies, school districts and universities, hospitals and hospitality industries.

SDME IS AN EQUAL OPPORTUNITY EMPLOYER AA M/F/V/D.

We proudly hire U.S. Military Veterans, and those qualified are encouraged to apply.

[Equal Employment Opportunity is The Law.](#) | Pay Transparency Nondiscrimination Provision

SDME will consider qualified applicants with criminal histories for employment.