JOB DESCRIPTION

| **TITLE** | HVAC ASSISTANT |
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| **Reports To:**  | [ INSERT TITLE]  |

**Job Purpose**

The HVAC Assistant assists HVAC Technicians with installing, repairing, and maintaining heating, ventilation, and air conditioning systems. This role supports job site preparation, ensures equipment and tools are readily available, and assists in routine maintenance and repair tasks as directed.

The successful HVAC Assistant is a quick learner with a strong interest in HVAC systems, capable of following directions and maintaining a safe, organized work environment.

**Duties and Responsibilities**

Overall Responsibilities:

* Assist HVAC Technicians in installing, maintaining, and repairing HVAC systems.
* Prepare and clean up job sites, ensuring that tools and equipment are properly organized and available.
* Transport tools, materials, and equipment to and from job sites as needed.
* Assist with system checks, including cleaning coils, replacing filters, and performing other basic maintenance tasks.
* Ensure compliance with safety protocols and maintain clean and orderly work areas.
* Support Technicians in identifying and addressing minor HVAC issues.
* Communicate effectively with team members to ensure efficient workflow.
* Perform additional duties as assigned.

**Qualifications**

* High school diploma or General Education Degree.
* Prior experience in HVAC, construction, or a related field is a plus.
* Valid driver’s license is preferred/a plus.
* Basic understanding of HVAC systems and a willingness to learn more.

**Core Competencies**

* Strong work ethic and willingness to take instruction.
* Ability to follow directions and complete tasks efficiently.
* Attention to detail and commitment to safety.
* Basic communication and teamwork skills.

**Working Conditions**

* Schedule is [insert time and days, e.g., 9:00 AM to 5:00 PM Mondays through Fridays}
* Work may take place in outdoor environments with exposure to varying weather conditions.
* May involve lifting, carrying, and moving heavy equipment and materials (up to X lbs).
* Exposure to noise, dust, and potentially hazardous materials.
* May require overtime, weekend, or evening shifts as needed.