JOB DESCRIPTION

| **TITLE** | SENIOR HVAC TECHNICIAN |
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| **Reports To:**  | [ INSERT TITLE]  |

**Job Purpose**

The Senior HVAC Technician is responsible for the installation, maintenance, and repair of heating, ventilation, and air conditioning systems. This role ensures HVAC systems function efficiently and safely, providing a high-quality environment for clients. The Senior HVAC Technician leads troubleshooting efforts, system diagnostics, and provides guidance to junior technicians as needed.

The ideal Senior HVAC Technician is skilled in all aspects of HVAC systems and components, including advanced diagnostic techniques. This person has a strong commitment to safety standards, exceptional attention to detail, and customer service.

**Duties and Responsibilities**

Overall Responsibilities:

* Inspect, install, maintain, and repair heating, ventilation, and air conditioning systems.
* Diagnose and troubleshoot issues in HVAC systems and recommend repair solutions.
* Perform system checks and assessments, ensuring safe and effective HVAC operation.
* Complete work orders and document work performed accurately and on time.
* Interpret technical drawings, blueprints, and specifications related to HVAC systems.
* Train and mentor junior HVAC technicians in best practices and technical skills.
* Ensure compliance with all relevant safety procedures, standards, and regulations.
* Maintain tools, equipment, and HVAC service vehicles in good working condition.
* Communicate effectively with clients to explain issues and recommended solutions.
* Perform additional duties as assigned.

**Qualifications**

* High school diploma or General Education Degree; Post-secondary HVAC technical certification required.
* Valid HVAC license in [applicable state/country or insert as needed].
* Minimum of X years’ experience as an HVAC technician with advanced diagnostic skills.
* Strong knowledge of HVAC systems, troubleshooting, and repair techniques.
* EPA certification for refrigerant handling (or equivalent if applicable).

**Core Competencies**

* Exceptional technical problem-solving abilities.
* High attention to detail and commitment to safety.
* Strong leadership and mentoring skills.
* Excellent communication and customer service skills.
* Ability to work independently and manage multiple tasks effectively.

**Working Conditions**

* Work schedule is [insert time and days, e.g., 9:00 AM to 5:00 PM Mondays through Fridays}
* Regular work outdoors and in various weather conditions.
* May involve lifting heavy equipment and tools (up to X lbs).
* Exposure to heat, noise, dust, and potentially hazardous materials.
* May require occasional overtime, weekend, or evening shifts.