



## JOB DESCRIPTION

Job Title: **HVAC Technician**

Direct Supervisor: Service Manager

Place of Duty: Fergus

We are looking for a Heating, Ventilation and Air Conditioning (HVAC) Technician to augment our Service department.

### **HVAC Competencies**

- Diagnose the cause of problems and/or failures in HVAC heat pump systems for the purpose of identifying repairs or replacements
- Inform management regarding procedures and/or status of work orders
- Perform start up and commissioning to custom heat pumps, chillers, ERVs and make up air units
- Maintain service vehicle, tools and equipment in good working order
- Participate in meetings, workshops, training and seminars as required
- Repair custom heat pumps, chillers, ERV's and make up air units
- Perform various tasks in a factory environment for the assembly of HVAC equipment
- Prepare written materials (e.g. repair status, activity logs, etc.) as required
- Transport a wide variety of tools, equipment and supplies to ensure availability of materials required at job sites
- Read and interpret shop drawings and control schematics
- Conduct customer training in the use and operation of heat pump systems

### **Other Responsibilities**

- Provide technical support when not in the field:
- Assisting agents, end-users and service technicians in troubleshooting of CGC products over the telephone
- Provide field feedback for Quality System and product improvement
- Provide training for service personnel responsible for maintaining CGC products.
- Assist production when called on from time to time
- Undertake testing assignments for product enhancements which may include testing and reporting on software releases.
- Lend assistance to production, sales and accounting on technical matters



## **Core Competencies**

### **Trained in the operation of:**

- HVAC heat pump system operation and troubleshooting techniques
- Refrigeration system faultfinding
- Electrical faultfinding of heat pumps, chillers, ERVs and make up air units
- Controls, circuit boards and electronic TXVs
- Commissioning of digital, analog, electrical and electronic controls
- Brazing of refrigerant piping systems
- Soldering (sweating) of water piping systems

### **Certificates**

- Air Conditioning and Refrigeration Certificate of Qualification
- Ozone Depletion Permit
- WHMIS and Fall Arrest
- Ontario Driver's License
- A valid passport

### **Professional Qualities**

- Demonstrate leadership and teamwork,
- Excellent time management and organizational skills.
- Trustworthy with a sound work ethic,
- Have superior interpersonal skills and customer service abilities
- Exhibit good decision with sound judgment; be honest, flexible and respectful.
- Computer experience with applications in MS Windows environment.
- A willingness for occasional travel is required and to work extended hours when required