



## **Apprentice HVAC Technician – Entry Level**

### **About Aspen Air & Mechanical, Inc. (AAMI):**

AAMI provides expertise in the installation and service of commercial heating and air conditioning systems. Serving the Greater Denver area since 2000, AAMI guarantees high quality workmanship. Fully licensed and insured.

### **Primary Job Purpose:**

Perform scheduled maintenance/inspections on a variety of commercial HVAC equipment at customer locations across the Greater Denver area. Perform service call diagnostics and repairs ranging from standard to moderately complex as appropriate to skill level.

### **Immediate Job Functions:**

- Perform scheduled maintenance and inspect customer equipment that includes, but is not limited to the following equipment and their respective components: Roof top units, evaporative coolers, unit heaters, split systems, compressors, humidifiers, chillers, and boilers. Replace filters and belts as scheduled.
- Email hours, detailed work descriptions, and notes to office after each work assignment on a daily basis. Completed work descriptions serve as your time card.
- Turn in completed inspection report forms, start-up forms, pack slips, receipts, etc. to office in a timely manner, at least once a week.
- Maintain scheduled maintenance on assigned vehicle through approved vendors (oil changes, tire rotations, etc.)
- Represent the company in a professional and courteous manner.
- Learn and institute all company and industry standards.
- Other duties as assigned.

### **Progressive Job Functions:**

- Diagnose and repair HVAC related issues as directed.
- Request quotes from vendors, estimate service repairs, and maintenance.
- Install new equipment.

### **Personal Skills Required:**

- Ability to follow direction from men and women.
- Ability to work with others and independently with minimal supervision.
- Communication skills.
- Strong work ethic.
- Dependability
- Ability to handle rapid changes.
- A positive, team-oriented attitude.
- Well groomed, neat appearance.

### **Experience Welcome but Not Required:**

- Mechanical/maintenance experience.
- Knowledgeable and willing to grow your knowledge/skills in plumbing, electrical, heating, cooling, refrigerant, and boiler systems.
- Hands-on experience in operation, maintenance, troubleshooting, installation, and fabrication.
- Understanding of control wiring diagrams and functions of control components. Understand charge systems.
- HVAC certification.
- EPA certification.

### **Job Requirements:**

- 18 years of age or older.
- Valid driver's license with a clean driving record allowing insurability through our commercial policy.
- High School diploma or GED.
- Provide own (basic) hand tools.
- Use of a computer and Android smart phone.

### **Work Schedule:**

- Monday-Friday, 8:00 a.m.-4:30 p.m. (work schedules may vary).
- Overtime may be required including weekly, rotating "on-call" services. Each on-call assignment is Friday 4:30 p.m. to Friday 8:00 a.m. during non-business hours (i.e. nights/weekends/holidays). On-call rotates weekly between technicians.
- Additional on-call assignments due to extreme weather are occasionally required.

### **Benefits\*:**

- Cell phone
- Technician vehicle (available to/from home/job site/office)
- Technician uniforms and weekly laundering
- Health insurance plan
- Paid vacation days
- Paid holidays
- Paid sick days
- Tuition reimbursement
- Continuing education opportunities

\*Certain benefits apply only to full-time employees after probationary period.

Pay rate dependent upon experience.

**Physical Requirements/Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Temperature/Climate:** This position will work in various indoor and outdoor environments based on the tasks that need to be completed (sometimes extreme conditions).

**Safety Considerations:** This position will regularly use hand tools, motor-powered tools/equipment and cleaning equipment and will operate company vehicles. May work in a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on a ladder and high places, exposure to high heat or exposure to chemicals. The worker is subject to atmospheric conditions that include one or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, mold or mildew. AAMI requires all personnel who work with or around all chemicals and/or other substances to follow all company and industry safety standards. The worker may be required to function in narrow aisles or passageways.

**Physical/Mental/Organizational Capabilities:** The individual must possess the ability to walk, stand, sit, bend, balance, climb stairs, climb ladder and lift, carry, push/pull a minimum of 50 pounds; maximum of 100 pounds with assistance. While performing the duties of this job, the employee is generally required to reach with hands and arms; stand; walk; squat; and use hands and fingers to handle, feel

or operate objects or controls. The ability to pay attention to detail, problem solve, troubleshoot, and make decisions is required.

**Visual/Hearing Capabilities:** The visual ability necessary to read and interpret a computer screen is required. Visual acuity requirements include color, depth perception, and field vision. The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment. The hearing ability necessary to communicate with others is required. The individual must be able to communicate effectively, both written and verbally, with employees and customers on all levels of the organization.