



Senior HVAC Technician

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 diagnostics, repair, and replacements for our commercial customers. Equipment includes, but is not limited to roof top units, boilers, chillers, compressors, humidifiers, evaporative coolers, unit heaters, and split systems. Also perform routine planned maintenance inspections (PMIs) as assigned. Attention to detail is required.

Essential Job Functions:

- Diagnose and repair HVAC related issues as directed.
- Request quotes from vendors, estimate service repairs, and maintenance.
- Install new equipment.
- 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.
- Review daily work order priorities with the Lead Technician Supervisor at the beginning and end of each day.
- Maintain accurate customer maintenance records.
- Responsible for the upkeep of all company-issued tools and vehicles.
- Maintain scheduled maintenance on assigned vehicle through approved vendors (oil changes, tire rotations, etc.)
- Assist with day-to-day employee and operational needs.
- Represent the company in a professional and courteous manner.
- Learn and institute all company and industry standards.
- Other duties as assigned.

Personal Skills Required:

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

Required Experience:

- HVAC and Service Technician training or experience.
- Must be knowledgeable and skilled in plumbing, electrical, heating and air, refrigerant, and boiler systems.
- Hands-on experience in operation, maintenance, troubleshooting, installation, and fabrication.
- Understand control wiring diagrams and functions of control components. Understand charge systems.
- HVAC certification and EPA certification preferred.

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.
- Required to provide own (basic) hand tools.
- Use a computer/tablet/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. Work Schedule: 8:00 a.m.-4:30 p.m., Monday-Friday (work schedules may vary). Some overtime may be required including "on-call" and/or rotating "on-call" responsibilities.