

POSITION: HVAC Specialist

Pay Rate: \$24 – \$34 per hour, based on experience

SUPERVISOR: HVAC Lead/Master Plumber and Weatherization Program Manager

GENERAL RESPONSIBILITIES: The HVAC Specialist assists with the replacement of furnaces, cleaning and tune-ups, duct installation, duct repair, testing, and other work related to HVAC services in residential buildings. This position requires a one on one working relationship with program clientele, and is essential to the agency's public image through strong interpersonal and communication skills.

JOB DUTIES:

- Assist with weatherization work in general, as necessary.
- Assist energy auditors, weatherization foremen, and other construction professionals with making residents' homes energy efficient.
- Maintain an accurate inventory of tools and supplies as assigned.
- Perform a variety of activities normally performed by an HVAC Installer/Technician.
- Assist with other aspects of weatherization jobs as needed.
- Attend meetings and training seminars for continual education as required.
- Contingent on production/staffing needs: fill in as Weatherization Crew Foreman/Technician as assigned.

QUALIFICATIONS:

- HVAC Qualifier License or willingness to work towards license is preferred
- Must possess or be able to obtain State Certified Lead Supervisor License and State Certified Asbestos Supervisor License
- Must have one to three years' related experience
- Maintain a valid driver's license, good driving record, dependable transportation, proof of auto liability insurance
- Ability to work in demanding environments with people of diverse personalities
- Must possess basic carpentry skills
- Experience in weatherization techniques and product installation is a plus
- Basic knowledge of hazardous materials found in older construction

- Must demonstrate good working habits, including punctuality, motivation, and compliance with rules and regulations
- Must have the capability of working with minimal supervision
- Must be able to meet physical demands required to complete assigned tasks