



BUCKINGHAM SERVICES

Title: Heating, Ventilating, & Air Conditioning Technician
Department: Buckingham Services
Reports to: Trades Supervisor
Status: Full-Time, Hourly, Non-Exempt
Revised: July 2022

General Description

The HVAC Maintenance Technician will oversee the efficient operation of all building systems. Also, responsible for tenant services, preventative and general maintenance, inventory control of materials, and technical proficiency. The HVAC Maintenance Technician will also be responsible for the installation, maintenance, and repair of all equipment, physical structures, piping, and life safety.

Position requires that the individual be a self-starter, problem solver, and interact well with all levels of employees and with all levels of building occupants. Position involves complex HVAC and building system troubleshooting and maintenance as well as general maintenance tasks.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Demonstrates advanced knowledge of mechanical systems and electrical distribution
- Demonstrates advanced knowledge of the operation and repair of all types of heating and ventilation systems
- Must be able to troubleshoot refrigeration systems, change out compressors, and troubleshoot refrigeration controls
- Must have experience working with and installing furnaces, air conditioning condensers, unit heaters, mini splits, heat pumps, and RTU installations.
- Strategic Thinking - Demonstrates the ability to think broadly, create a shared vision, and embrace change as an opportunity, including the demonstration of “thought leadership”; creates sound strategies; anticipates and responds to future challenges of the firm, business unit, and clients with innovative and thoughtful recommendations that influence, rather than respond to the environment
- Technical Competence – Demonstrates the ability to handle the technical complexity with regard to products, services, transactions, and systems or processes; focuses on continuous learning in area(s) of expertise
- Project Management – Executes an assignment to keep on track with “getting the job done” on time and within budget, while fully satisfying the clients’ needs
- Communication – Communicates clearly and effectively, avoids ambiguity and vagueness, adapts information to audience expertise and interests, and gathers and gives information to others in a timely manner
- Teamwork – Collaborates with others regardless of role, business unit, or location; works effectively with people who have diverse ideas, perspectives, and values; contributes to and leverages the Firm’s body of knowledge
- Provides technical support and leadership to the properties
- Demonstrates a strong knowledge of safety awareness, and utilizes this in actions and results
- Embraces and participates in continuous learning and skill development
- Performs other related tasks deemed necessary by supervisor

Minimum Qualifications

- Certificate from two-year College or technical school or a minimum of five years related experience and/or training; or equivalent combination of education and experience
- Ability to work at various heights, work in changing temperatures, and lift, move, and/or carry heavy (up to 50 pound) objects
- Refrigerant Recovery Technician Certification
- NYS Pesticide Applicators License Category 7G
- Knowledge of building management controls systems
- Ability to analyze the operation of the various systems, determine the cause of any problem/malfunctions, and determine/provide corrective action
- Ability to immediately recognize system shortcomings and respond to operational and emergency situations
- Excellent communication skills (both written and oral)
- Excellent interpersonal skills
- Valid NYS Driver's License
- Own transportation
- Desired Skills & Knowledge
 - OSHA 10 Hour Class Certification
 - Energy Management Systems (Alerton/Honeywell)
 - Asbestos Awareness Training
 - Indoor Air Quality Training

Physical 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift 50 pounds and sit for long periods of time.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.