

## Experienced HVAC Service/Installation Technician

We are a small family-owned business looking for someone to join our team as a residential HVAC Service/Installer Technician. Technician should be capable of diagnosing, repairing, and installing residential HVAC systems. Some light commercial is a plus. Candidates should be motivated and driven to customer satisfaction. Must be a team player, self-motivated with little to no supervision and the ability to stay on tasks. Technician should have good communication and cooperative skills. Must be able to demonstrate the accurate knowledge of service tools and testing devices. Must be EPA certified and a minimum of two years experienced in the field is required. Must pass pre-employment background check, including drug test.

### Essential Functions:

- Performs preventative maintenance, troubleshoot or diagnose service problems and complete repairs as needed.
- Repairs residential HVAC equipment in customer's home and gives the customer an accurate estimate of the cost of repair, if applicable.
- Ability to inform and educate customers about their systems and additional services we provide.
- Document all work performed and closes out all activities upon completion.
- Keeps his/her supervisor informed of customer concerns, needs, and up-selling opportunities.
- Successfully maintain customer relations, interpersonal relationships, team relations, and service.
- Strong mechanical aptitude
- Excellent organization and time management skills.
- Traveling to job sites
- Motivated work ethic
- Willingness to learn
- Performs all other duties as assigned by Supervisor.

### Education and Experience:

- EPA certified
- 2+ years of experience as HVAC service technician
- High School Diploma or equivalent
- Graduate of Technical or Vocational school, preferred
- Must possess a valued ID driver's license
- Ability to lift 75lbs. or more on a regular basis
- Must have basic tools

Pay starts around \$20 and is commensurate based on experience. Commissions paid monthly.

Free training and continuing education workshops.

Expected hours: 20-40 hours per week.

Qualified candidates should submit their application by email to [smartcomfortac@gmail.com](mailto:smartcomfortac@gmail.com).



# EMPLOYMENT APPLICATION

## Application information

Full name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Street address Apt/Unit #*

\_\_\_\_\_ Email: \_\_\_\_\_  
*City State Zip Code*

Date Available: \_\_\_\_\_ S.S. no: \_\_\_\_\_ Desired salary: \$ \_\_\_\_\_

Position applied for: \_\_\_\_\_

Are you a citizen of the United States? Yes  No

If no, are you authorized to work in the U.S.? Yes  No

Have you ever worked in HVAC field? Yes  No  If yes, how many years? \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No  If yes, explain? \_\_\_\_\_

## Education

High school: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Degree: \_\_\_\_\_

## References

Please list three professional references.

Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____

## Previous Employment

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
May we contact your previous supervisor for a reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
May we contact your previous supervisor for a reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes  No

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at discharge: \_\_\_\_\_ Type of discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

**Disclaimer and signature**

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_