



**Position Title:** HVAC Maintenance Technician

**Reports To:** Director of Facilities

**Job Classification:** Year-round; Hourly/Non-Exempt

**Job Summary:**

The HVAC Technician will be responsible for the maintenance, repair and operation of heating, air conditioning and refrigeration equipment, including all control and support systems for the equipment at The Resort at Paws Up.

**Duties and Responsibilities:**

- Performing preventive maintenance on all heating, air conditioning and refrigeration systems.
- Perform routine preventative maintenance on electrical, plumbing, mechanical equipment, carpentry, painting and appliances.
- Troubleshoot electrical, mechanical and control systems for heating, air conditioning and refrigeration systems.
- Complete repairs to electrical, HVAC, plumbing, mechanical equipment, carpentry, painting, appliances, flooring and general building based on skill requirements.
- Read and work from blueprints and decipher electrical schematics.
- Handling refrigerants in accordance with state and federal laws.
- Performing spring startup and fall shutdown on air conditioning equipment.
- Maintain equipment records and perform ordering of all necessary parts and equipment.
- Monitor the physical condition of the units and the resort and correct unsafe conditions.
- Maintain accurate records for work orders, preventative maintenance, safety, repair/replace of equipment and inventory of parts and supplies.
- Maintain proper working relations within the department and with other operating departments on property.
- Complete work orders, preventative maintenance and daily projects reported by Director of Facilities and or otherwise assigned during the shift.
- Ensure the satisfaction of all guests by providing quick and satisfactory service to owners and guests.
- Abide by all company and engineering policies and procedures.
- Follow all safety procedures when performing duties.
- Responsible for identification and/or repair of any safety hazards.

- Responsible for learning and meeting all necessary engineering requirements for future growth in the department.
- Provide excellent service to both external and internal customers.
- Nothing in this job description restricts ownership's right to assign or reassign duties, work hours and/or responsibilities for this job at any time.

Qualifications:

Job Type:

- Full-time, Year-round

Required education:

- Minimum of High school diploma, GED or vocational training or job-related course work

Required experience:

- Minimum of 2 years of HVAC experience on commercial buildings
- Valid HVAC Certification, preferred not required
- Basic knowledge of Electrical, Plumbing, Mechanical equipment, Appliance repair, Carpentry, Painting, Flooring and General Building Maintenance.
- Valid Driver's License with record that will meet company vehicle insurance policy.