



Re: Job Description of: **Preventative Maintenance (PM) Technician**
02/14

FUNCTION: To provide skilled work in maintenance and straightforward repairs of heating, cooling, and ventilation equipment.

DUTIES: Typical: Performs installation, repair, and preventative maintenance work. Lubricates moving parts, changes belts and filters of various sizes. Makes periodic boiler, chiller, package unit, split-system, mini-split, refrigeration, ventilation, air-conditioning, and heating checks / inspections. Keeps all customer's owned equipment, all personal tools, and all A&R provided tools and equipment in usable condition and in good working order. Assists in the upkeep and preventative maintenance of facilities. Performs simple repair work. Maintains heating and cooling units and assists in the replacement of old systems. Performs other related duties as required.

EDUCATION:

Required: High School Diploma

Preferred: Completion of vocational courses in addition to the above.

EXPERIENCE:

Required: One year of construction or maintenance or six months of training directly relating to the work of A&R.

Preferred: Two years of the above experience.

WORKING CONDITIONS: Usual: Exposure to mechanical and electrical hazards as well as hot and cold weather conditions both inside and out. Requires a great deal of walking. Must be able to lift, carry, push, pull, and maneuver heavy objects. Must be able to lift a minimum of fifty (50) pounds individually and to lift and or transport objects in excess of two hundred (200) pounds with the assistance of other workers or appropriate handling equipment. Must be able to stoop, kneel, crouch, crawl, or maneuver as required to work in confined spaces such as ceiling areas, attics, electrical rooms, boiler rooms, etc. Must be able to climb and work on ladders or scaffolds as required to inspect or repair lines or equipment located in / on ceilings, roofs, and walls. May be required to stand on or in wet areas. Must be able to withstand odors and gasses such as those which typically occur when working around industrial areas. May be required to enter areas where the temperature is over one hundred (100) degrees F or below (32) degrees F. Must be able to work in protective clothing and breathing apparatus when required.

Periodic: Must be able to work overtime when work load requires.

SPECIAL QUALIFICATIONS: Working knowledge of safety rules and regulations. Good physical condition with ability to perform manual labor and some lifting. Knowledge of mechanical systems and equipment, to include those used for heating, air conditioning, and ventilation; electronic, pneumatic, and mechanical control components and systems; and associated electrical, plumbing, and structural systems. Technical skills in mechanical maintenance procedures and techniques, to include fabrication, installation, preventive maintenance, trouble shooting, breakdown, and repair; ability to perform minor carpentry work and repairs. Must have and be familiar with personally owned hand tools.

And:

1. Possession of a valid Texas driver's license and safe driving record
2. Reliable work attendance
3. Zero Drug Usage and Zero Alcohol Abuse

87 N Fannin St, P.O. Box 3447, Amarillo, TX 79116-3447
PH (806) 372-1572 · FAX (806) 372-2975
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4. Clean and neat appearance; correct wearing of a company provided uniform and name badge
5. Must be articulate, must have proper edict / diction when speaking and writing skills in customer service and colleagues
6. Accuracy and completion / completeness of ALL paperwork as directed by supervisors and office staff in regards to timeliness
7. Determination to do a complete job, a desire to provide service that provides the customer a real value for their PM dollars
8. Able to manage time against workload in order to stay on schedule
9. Ability to stay on task with minimum supervision
10. Alertness of attracting and retaining our PM clients, develop and maintain good working relationships with our customers
11. A desire to succeed and to learn about the HVAC/R career field above and beyond the minimum requirements
12. Cooperative personality type who:
 - a. Can deal with boredom and repetitious tasks
 - b. Can approach all customers with a professional, diplomatic attitude (even with disagreeable customers)
 - c. Can get along with ALL coworkers and supervisors
 - d. Is willing to show proper respect for the knowledge and accomplishments of any service technician and / or supervisor who provides training
 - e. Is willing to accept responsibility for their own actions, accept authority, and be directed from a superior
13. A person who will represent A&R with integrity, honesty, and loyalty on and off the job sites
14. A person who will operate A&R vehicles and equipment with regards to safety and professionalism

General Manager

_____ Date _____

Employee

_____ Date _____