



**Job Title:** Energy Technician

**Job Classification Code:** Contract

**Reports to:** Director of Construction and Capital Improvements

**Employee Status:** Hourly – Contract

**Pay Scale:** \$20 - \$26 per hour

**Job Summary:**

This is a temporary position which is expected to last a minimum of 2 years. Under the direct supervision of the Director of Construction and Capital Improvements, the Energy Technician performs various skilled/duties required to repair, maintain, and service all HVAC equipment. Specifically, the incumbent is responsible for: inspecting, testing, assembling, disassembling, repairing, delivering/removing, and installing HVAC equipment for all the SHA/SHFC properties as allowed by code. In addition, the incumbent will be responsible for maintaining other energy saving devices on toilets, lighting, refrigerator/freezer door seals, exterior doors seals, window screens. The Energy Technician will train and supervise a Section 3 trainee so the Section 3 trainee will learn the skills necessary to hold a position as a Technician. The Energy Technician will provide education and coaching for residents on energy saving techniques.

**Education/Certification Requirements:**

Incumbent should have a High School Diploma or GED and EPA Certification.

**Experience Requirements:**

Incumbent should have a Minimum of four (4) years of experience working as a service technician, working on HVAC appliances. Must have EPA Certification (Level 3). Candidate must possess a valid Air Conditioning Maintainer EPA. Certification Level III at the time of employment

**Requirements:**

This position requires a valid Florida driver's license as well as be eligible for coverage under Authority fleet auto insurance, and able to pass an FBI background check. Minimum of four (4) years of experience working as a service technician, working on HVAC appliances. Experience installing and servicing AC split systems including mini-splits.

**Knowledge and Skills:**

1. Ability to perform effectively with interruptions while continuing to meet deadlines.
2. Self-Motivated with a high degree of comfort working independently in managing priorities and making decisions.

3. Ability to effectively communicate verbally, individually and in groups with internal contacts and other organizations or officials as appropriate.
4. Ability to negotiate and resolve conflict.
5. Demonstrate the ability to work as part of a team.
6. Strong sense of professionalism and ability to maintain discretion.

**Duties/Responsibilities of Position:**

1. Service, troubleshoot, repair and maintain many varieties of heating and cooling systems at all SHA properties
2. Change filters monthly at all SHA properties.
3. Advise senior staff of concerns, issues and recommendations.
4. Resolves customer concerns or complaints in a professional and helpful manner.
5. Provide customers with solutions to their heating and cooling needs,
6. Ensures the safe use of company service vehicles.
7. Understands, follows and advocates company policies and local, state, and federal rules, regulations and codes pertaining to the safe installation and service of all equipment.
8. Prepare and submit required reports.
9. Ensure all warranties are submitted properly to the agency and filed.
10. Perform and assume other duties as assigned.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties, which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.