**HVAC Technician Job Description Template**

To create your job description, you can copy and paste the template below into a separate document and fill in the blanks. Feel free to adjust the job title, responsibilities, and qualifications as needed.

# HVAC Technician - [COMPANY NAME]

Our team is hiring an HVAC Technician to support our growing team. You will be responsible for installing, maintaining, and repairing HVAC systems in [RESIDENTIAL / COMMERCIAL] properties, with [MINIMUM #] to [MAXIMUM #] visits per week. This is a [LEVEL OF EXPERIENCE] role that will help our team [DESCRIBE GOAL OF POSITION].

The technician will work among a team of [#] teammates to maintain positive customer relationships and sell HVAC service contracts to new customers.

**Responsibilities:**

* Install heating, air conditioning, and ventilation systems in residential properties
* Follow site inspection checklists to complete routine HVAC inspections
* Clean HVAC components such as blowers, coils, filters, and grills
* Conduct performance tests on all types of HVAC systems and equipment
* Diagnose and troubleshoot mechanical and electrical problems in HVAC systems
* Repair all HVAC equipment following manufacturer recommendations
* Organize and track inventory to limit supply losses to the company
* Address customer concerns before, during, and after service visits
* Follow occupational health and safety regulations

**Qualifications:**

* Proper [HVAC certification](https://getjobber.com/academy/hvac-license/) obtained from your regional government
* [#] years of HVAC work experience
* Valid driver’s license
* Ability to read and understand blueprints, schematics, and diagrams
* Ability to lift and carry up to 50 pounds

**Hours & Compensation**

* [PART-TIME / FULL-TIME], [#] hours per week
* [HOURLY WAGE / SALARY]

This position will require a background check upon hire.

### **About the Company**

[YOUR COMPANY NAME] was founded in [YEAR], and provides expert HVAC installation, maintenance, and repair services to [YOUR CITY] and the surrounding area. Our dedicated team of [#] professionals helps our customers maintain the perfect temperature and air quality in their homes all year.

**Why Work with Us?**

[DESCRIBE BENEFITS OF WORKING FOR YOUR COMPANY]

* Paid vacation time
* Health and life insurance
* Long-term disability insurance
* Subsidized career development opportunities