

Newcap, Inc.
1201 Main Street
Oconto, WI 54153
www.newcap.org

JOB DESCRIPTION

JOB TITLE: Energy Services HVAC Technician
SUPERVISOR: HVAC Superintendent
CLASSIFICATION: Non-Exempt
WORKSITE: Newcap, Inc. service area

SCOPE OF RESPONSIBILITIES:

The role of an Energy Services HVAC Technician is to install and make repairs to all types of heating equipment and systems specific to Wisconsin Weatherization Program standards within the Newcap, Inc. service territory.

AGENCY EXPECTATIONS:

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Demonstrate flexible and efficient time management and ability to prioritize workload.
5. Consistently report to work on time prepared to perform duties of position.
6. Meet productivity goals and standards.
7. Ambassador for Newcap, Inc. along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Install gas high efficiency, oil and mobile home forced air furnaces, high efficiency boilers, room heaters and wall furnaces per program specifications.
2. Perform retrofit and repair measures on existing heating units.
3. Clean and tune gas and oil furnaces and boilers.
4. Fabricate ductwork as needed.
5. Install ductwork, flue dampers, and other furnace-related equipment.
6. Test for and repair gas leaks and bond gas lines to code.

7. Install chimney liners.
8. Assist with water heater installations.
9. Perform program required diagnostic testing of equipment and complete associated paperwork.
10. Take program mandated pictures.
11. Maintain accurate records of material and labor on the job site.
12. Maintain accurate inventory of materials, tools and equipment.
13. Operate and maintain assigned tools and equipment.
14. Participate in after hours on-call rotation.
15. Comply with OSHA and program health and safety standards.
16. Communicate with co-workers, supervisor, warehouse controller, administrative staff and management.
17. Communicate with and maintain complete client confidentiality.
18. Attend training as needed and/or mandated to fulfill job requirements to include but not limited to certifications for 30 Hr. OSHA Construction Health and Safety, Asbestos Supervisor and Lead Safe Renovator.
19. Attend program, departmental and agency meetings.
20. Drive company vehicle to assigned worksites in service area.

PERSONAL AND BEHAVIORIAL REQUIREMENTS:

- Reliable, dependable, prompt, organized, detail oriented and ability to work well with minimal supervision.
- Pleasant, professional, and courteous demeanor.
- Show respect and treat all people with dignity.
- Detail oriented.
- Communicate effectively.
- Flexible and able to adapt to different situations.

EXPERIENCE AND SKILLS REQUIREMENTS:

- Minimum four years' documented experience in the repair, replacement, and diagnostics of gas and oil furnaces and boilers or minimum two years' documented experience with a credited HVAC education through a Technical College.
- Demonstrated knowledge of sheet metal and ductwork sizing and installation.
- Knowledge of and ability to perform mechanical diagnostic testing.
- Knowledge and understanding of federal, state, and municipal codes and ability to comply with these codes.
- Basic math and measuring skills.
- Possess, or ability to obtain, all applicable certifications/licenses for the installation of furnaces and air conditioning (both state and municipal where required).
- Ability to load and unload materials and equipment.
- Ability to use job related tools and equipment.
- Ability to work from heights and in confined spaces.
- Ability to work in all weather conditions.
- Basic computer skills.

EDUCATION:

- High School Diploma or GED equivalent

CERTIFICATIONS – Preferred Not Required

- HVAC Technician
- Refrigerant Handling Technician
- 30 Hr. OSHA Construction Safety & Health
- Asbestos Supervisor
- Lead Safe Renovator

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position lifts heavy objects, walks and stands for long periods of time and performs strenuous physical labor occasionally under adverse field conditions. The employee lifts, pushes, pulls or carries objects; regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; walk; stand; climb ladders; lift; move objects; balance; stoop; kneel; crouch; crawl; talk; and hear; uses abdominal and lower back muscles to provide

support over time without fatigue; and effectively jumps, sprints or throws objects. The position requires good manual dexterity (hand, hand with arm, two hands) and multilimb coordination. The position requires the ability to quickly move arms and legs. The employee must have excellent stamina.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to exert up to 75 pounds of force and rarely exert up to 100 pounds of force.

TRAVEL:

Maintain a Valid Wisconsin driver's license, proof of insurance, and meet the requirements of Driving Newcap Vehicles policy.

No overnight travel is expected for this position, with the rare exception for training purposes..

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may be exposed to weather conditions prevalent at the time. While performing the duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and job sites can be loud, is usually moderate. The position regularly works in outside conditions that include inclement weather, heat and humidity, exposure to dust, and substandard work areas.

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.