

Job Announcement

Closing Date for this position: Open continuously

Deadline to apply is: Open until filled

Company Name: Reitmeier Mechanical

Company Address: 19570 SW 90th Court **City:** Tualatin

State: OR

Zip: 97062

Company Website: www.reitmeiermechanical.com

Position Title: HVAC Service Technician

Jobsite Location: Portland Metro Area

Brief Description Of The Company: For over 25 years, we have been the symbol of professional excellence in the HVAC contracting industry combined with controls and HVAC service maintenance. We provide customers with a broad spectrum of commercial, light industrial and high-tech expertise in the mechanical trades. This is a privately owned company that possesses sufficient financial resources to complete any construction project we undertake. We believe in the team concept and in customizing each project to the last detail. Our management staff is personally involved and strives for long-term relationships with our clients. Such a reputation is enjoyed throughout our team of professionals.

Job Responsibilities/Description of Position:

Job duties include the following:

- Repair, replace or install pneumatic, hydraulic or electronic control systems and devices on HVAC systems.
- Repair and maintain air conditioning and refrigeration systems and components.
- Adjust and regulate air and water flow in HVAC systems to maintain efficiency and performance.
- Maintain inventory and accountability for tools, parts, test equipment and supplies utilized in the repair of controls equipment.
- Perform preventative maintenance on selected HVAC equipment.
- Maintain in both emergency and normal conditions, various tasks on pressure vessels such as hot water boilers, steam boilers, and gas fired water heaters.
- Repair, engineer, and install gas piping to meet or exceed industry standards.
- Sells needed upgrades and repairs to customer as warranted.
- Daily maintains communication with the Field Coordinator. Calls the Field Coordinator upon each instance of arrival to and departure from each job site. If the job is not completed when leaving a job site, calls the Field Coordinator and prepares a service memo if additional action is required.
- Daily prepares a handwritten invoice for each job. Delivers the invoices to the office no later than Monday of the following week.
- Daily completes service and maintenance contract work. Notes all necessary information on the invoice.
- Daily calls the Field Coordinator to receive purchase order numbers when purchasing parts and supplies. Notes the PO# on the job invoice.
- Daily completes a personal timesheet to be turned in to the office on the following Monday of each week.
- Daily maintains the cleanliness of the truck/van both inside and out.
- Daily maintains the operation of the truck/van as indicated in the Vehicle Maintenance Policy.
- Daily cleans the entire work area on a job site when completing the work.
- As required attends continued professional HVAC training as scheduled by the Field Operations Manager.
- Communicates breakdowns to the Field Supervisor.
- Completes assigned work on schedule. Follows directions.
- Requires little rework on completed daily tasks.
- Complies with all work related safety procedures. Uses common sense to reduce injuries to self and others.
- Works assigned schedule and produces required output. Works when asked to meet unexpected deadlines.
- Quickly learns new techniques and skills.
- Make decisions according to position's range of authority.
- Maintains a positive attitude under stressful circumstances.
- Demonstrates being responsible and accountable for individual actions.
- Willingly, accepts challenges at work.
- Gets along well with co-workers and supervisors. Is dependable i.e. others at work can count on them.
- Complies with all company policies. Is punctual. Adheres to standard starting and quitting times. Observes policy regarding break times.
- Produces quality work according to skill level.
- While at work, exhibits professional and moral conduct at all times. Keeps appearance neat and clean while at work.
- Other duties as assigned by the Field Supervisor.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Graduated from a HVAC technical school; or have minimum of four years related experience in performing service and maintenance HVAC work in a commercial environment; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers

or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to read a tape measure, read/interpret blueprints and schematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Oregon driver's license. Ability to pass drug screening. Military training and education in HVAC work may be recognized in lieu of state certification. EPA and Brazing certifications required. Limited Energy license in Oregon preferred. Boiler license also preferred.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; and outside weather conditions. The employee is frequently exposed to risk of electrical shock, wet and/or humid conditions, chemical fumes, grease, oil, and hazardous materials or airborne particles, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate to loud.

Wages \$: DOE Weekly Work Schedule: Full time M-F	Benefit Information:
Shifts:	<input checked="" type="checkbox"/> Medical <input type="checkbox"/> Dental <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Vacation
<input checked="" type="checkbox"/> Day: <input type="checkbox"/> Swing: <input type="checkbox"/> Graveyard:	<input type="checkbox"/> Sick Pay <input checked="" type="checkbox"/> Other <input type="checkbox"/> None

Applicant Instructions

When applying, please indicate what position you are applying for. Applicants who are selected for an interview will be contacted. Response/correspondence with all other applicants is dependent on the volume of applicants received.

Please remit application/resume via email to Hire Oregon Vets Program at shalimarmac@co.clackamas.or.us

Additional application instructions:Please indicate which position you are applying for when submitting your resume.

Additional Information: **VETERANS ARE ENCOURAGED TO APPLY.**

