

**TITLE:** Maintenance Technician  
**REPORTS TO:** Maintenance Operations Manager  
**JOB STATUS:** Full Time, Non-Exempt (Hourly)  
**LOCATION:** Erie, PA

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**POSITION SUMMARY**

The primary responsibility of the HVAC Technician is to install, remove, maintain and repair heating, ventilation, and air conditioning systems.

**ESSENTIAL FUNCTIONS**

- Installs, removes, maintains and repairs HVAC equipment.
- Performs emergency repairs (on call) promptly and efficiently.
- Identifies maintenance risks and keeps detailed preventative maintenance records for all properties within the Erie Portfolio.
- Diagnoses electrical and mechanical faults for HVAC systems.
- Installs and services hot water tanks.
- Other Plumbing and general maintenance tasks required as needed.

**OTHER RESPONSIBILITIES**

- May occasionally be required to enter occupied apartments to perform general maintenance.
- Performs additional responsibilities as assigned

**QUALIFICATIONS / EXPERIENCE REQUIRED**

- Active HVAC certification and Refrigeration certification required.
- PA 608 Certification highly preferred. Other accredited vocational training may be considered.
- Two years' experience working in the HVAC field preferred.
- Valid driver's license in good standing (to operate company vehicle).
- A high level of professionalism, integrity, and discretion in interactions with residents, contractors and team members.
- Experienced with safe work practices/requirements and ensuring compliance.
- Strong problem solving and analytical skills.
- Ability to work in a fast-paced, changing work environment.
- Ability to work on-call hours.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Regularly lift and or move up to 25lbs. frequently lift and/or move up to 50lbs.
- Regularly required to stand; walk; sit, bend, and talk or hear.
- Heights; may require some work off a step ladder.
- Work may require employee to be exposed to inclement weather conditions.

*The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands.*