



JOB DESCRIPTION

Disclaimer: There is no agreement, express or implied, between employee and the Company for any specific period of employment. Employee and the Company each have a right to terminate employment, with or without cause. The information contained in this Job Description does not constitute an employment contract.

Job Title: Service Technician - Master
Department: Service
Reports To: Service Operations Manager
FLSA Status: Non-exempt

POSITION SUMMARY

Service Technician-Master performs start up, repairs, maintains, replaces and services most types of heating, air conditioning and related systems used in commercial, industrial and high tech facilities. Performs Preventive Maintenance as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES (“Incidental” job duties may be included, but must be indicated. Other essential and incidental job duties may be assigned.

- Electrical Safety-Understands lock out tag out procedures and can implement procedures as required. Has the ability to read and understand wiring diagrams and schematics. Troubleshooting live equipment in a safe manner when required and understands and implements Arc Flash procedures.
- Performs preventative maintenance, service and troubleshooting/repair on most equipment including, chillers, rooftop equipment, split systems, dry-coolers / glycol systems, condensers, air handlers, package units, VAV boxes, cooling towers, computer room environmental equipment and associated controls regardless of their capacity.
- Has a clear understanding of the complete refrigeration cycle, PT chart, sub-cooling and super heat. Has CFC License. Is able to properly use gauges and other refrigeration equipment.
- Oversees and performs services/installations on HVAC systems and other components, including duct work, piping, rigging and setting of equipment, etc.
- Performs coil cleaning, including proper shutdown of equipment and the safe use of chemicals and equipment.
- Read and understand mechanical blue prints.
- Performs assigned duties in a timely, efficient and safe manner.
- Maintains a professional appearance and a clean and safe work area.
- Maintains, cleans, and operates company vehicle in a safe manner. Manages truck stock and parts inventory.
- Owns specified hand tools for a master outlined in the Company Handbook and uses them effectively in a safe manner.
- Required to work overtime to support company and customer needs.



- Works to develop new skills independently and applies them quickly and effectively to work situations.
- Produces clear and complete written reports that meet the needs of the customer and company.
- Effectively work in a team environment.
- Encourages, trains and evaluates Apprentice and Journeyman level technician's technical and behavioral skills. Sets professional example.
- Attends seminars and schooling for continuous improvement of technical skills as well as any continuing education requirements to maintain license.
- Understands and implements every safety practice expected by the organization.
- Participate in On-Call Schedule as assigned.

EDUCATION AND/OR EXPERIENCE (Include necessary licenses and specialized training.)

- High school diploma or general education degree (GED) and six (6) years related experience and /or training; or equivalent combination of education and experience.
- MD/DC/VA HVACR Master's License required.
- EPA approved CFC Certification type 1 & 2 or higher
- MD/DC/VA Valid Driver's License with a driving record that meets Company standards outlined in the Company Handbook.
- Proven computer operation experience.
- Experience producing written reports.
- Proven ability to communicate clearly, effectively and appropriately.
- Stable employment record showing reliability and dependability.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL FACTORS (The factors described here are representative of those physical demands that must be met by an employee to successfully perform the essential functions of this job. The environmental factors described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additional factors, if applicable, must be specified.)

The position requires frequent sitting, standing, kneeling, crouching, and stooping. The employee will be frequently required to turn head and torso, bend and flex arms, wrists, and fingers, reach with hands and arms, lift or move objects weighing 75 lbs or more. Employee must be able to climb stairs and ladders. Position requires that employee have full use of eyes and ears and full power of speech.

Typical office conditions, plus constant visits throughout the building and rooftop, where the individual is around equipment and dust, moving through confined spaces, and in extremes of heat and cold. Position may require travel to other locations for public relations, meetings, training, and education.



Additional Factors:

Prepared By: Mary Roesinger Initials: MR Date: October 2013

Approved By: Steve Wells Initials: SW Date: October 2013

Employee Acknowledgement

I have had the opportunity to review this job description and discuss it with my supervisor. My signature acknowledges that I have been informed of the essential functions of my position and feel that I can perform these functions without any reasonable accommodation. I understand that the CTS Services, LLC. retains the right to change the Job Description as it deems necessary.

Employee Signature

Date Certification