

DATE POSTED: February 14, 2020
CLOSING DATE: February 28, 2020 – 5:00 P.M.



Job Announcement

The following full-time position is available in our organization. Interested applicants who meet the Minimum Qualification Requirements must submit an online application at the [IP&E Career Center](#) no later than the posted closing date above.

Job Title	HVAC Technician
Department	Retail Operations
Location	Tamuning
FLSA Status	Non-Exempt
Salary Grade	1D
Corp. Entity	IP&E Holdings LLC
Reports To	Retail Operations Manager

Job Summary

The HVAC Technician examines the heating and cooling systems for all assets and properties of IP&E Holdings, LLC. and companies in order to determine the safety and efficiency of the system. This position performs all HVAC repairs/replacement work and preventive maintenance. The HVAC Technician trouble-shoots problems and make necessary repairs, as needed. This position also provides technical supervision and direction to other personnel involved in the HVAC system work.

Duties and Responsibilities

- Inspects, through personal visits, the HVAC systems of units
- Inspects the HVAC systems for deficiencies by visual and mechanical methods, following local, state and federal codes;
- Assesses and decides the level of work to be done on the HVAC systems;
- Assesses safety hazards that may preclude standard air sealing measures;
- Performs all levels of repair/replacement on HVAC systems;
- Provides technical supervision and direction to other staff assigned to less technical HVAC system work assignments; and,
- Performs related work as required.

Qualifications

Minimum Qualifications

- High school diploma or General Education Degree (GED); and,
- Four years employment experience in heating/cooling system repair/replacement technology, or a combination of education and experience sufficient to demonstrate possession of the required knowledge, skills and abilities; an understanding of carpentry or construction techniques and formal education or training in heating system technology are preferred.
- Two years of education in HVAC system controls from an accredited institution

General Qualifications

- Valid driver's license and an adequately insured vehicle available for daily use;

Special Job Requirements

- GEPA Universal Certification
- Business travel required

Knowledge, Skills, and Abilities (KSAs)

The KSAs described here are representative of those that should be met by an employee to successfully perform the essential functions of this job.

- **Knowledge**
 - Knowledge of geographic area served;
 - Strong knowledge and understanding of energy efficient improvements;
 - Strong knowledge and understanding of inverter type HVAC systems;
 - Knowledge of all local, state and federal codes pertaining to cooling system repair/replacement;
 - **Skills**
 - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed
 - Installing equipment, machines, wiring, or other components to meet specifications
 - Conducting tests and inspections of products, services, or processes to evaluate quality or performance
 - Determining causes of operating errors and deciding what to do about it
 - Watching gauges, dials, or other indicators to make sure a machine is working properly
 - Repairing machines or systems using the needed tools
 - **Abilities**
 - Ability to troubleshoot, repair, and install all types of HVAC systems
 - Ability to review and understand as-built drawings and blueprints
 - Ability to assess and resolve complicated cooling and venting, supply and return distribution problems associated with exhaust systems;
 - Ability to perform ductwork repairs;
 - Ability to assess and make field decisions regarding the appropriate action(s) to take with respect to construction issues;
 - Ability to make independent decisions in accordance with program guidelines and regulations;
 - Ability to manage multiple and sometimes conflicting assignments;
 - Ability to establish effective working relationships with professionals, other staff, customers and local businesses;
 - Ability to communicate effectively orally and in writing;
 - Ability to plan, schedule and manage work assignments in the field.
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HSSE Competencies

At IP&E, each position has a role in upholding our Health, Safety, Security, and Environment (HSSE) policies and practices. This position is responsible to:

- Report HSSE incidents in a timely manner within his/her area of responsibility
- Support incident investigation as required
- Participate in audits and inspections as planned
- Review and acknowledge audit findings and agrees on CAP timelines
- Ensures timely closure of all CAP items within their area of responsibility
- Comply to HSSE Policies, HSSE Golden Rules, 12 LSRs, and HSSE procedures
- Participate in HSSE improvement programs
- Lead and participate in HSSE Toolbox Meetings as planned
- Participate in Area Safety Council as required
- Perform the duties and responsibilities as assigned in the Crisis Management Team and/or the Emergency Response Team

Working Conditions

HVAC technicians work mostly in homes, schools, hospitals, office buildings, or factories. Their worksites may be very hot or cold because the heating and cooling systems they must repair may not be working properly and because some parts of these systems are located outdoors. Working in cramped spaces and during irregular hours is common.

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.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires a clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit, stand, be capable of climbing extension ladders, working at heights, lifting a maximum of fifty pounds unassisted and one hundred pounds assisted, working in restricted areas such as crawlspaces for long periods of time, and wearing safety equipment such as a back support or safety harness. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Regular Expected Hours of Work

- Hours will vary based on business necessity.
- Due to the nature of this role, the ability to respond to calls 24 hours a day, 7 days a week, is required.

Other Duties

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.

As an Equal Opportunity/Affirmative Action Employer, we afford equal opportunity to all applicants and employees for hire and promotion without regard to race, color, national origin, gender, age, marital status, religion, veteran status, gender identity, sexual orientation, pregnancy or disability or genetic information.

IP&E is a Drug Free Workplace