



Job Title:	HVAC Technician
Department/Location:	Commercial Operations
Reports to:	Commercial Operations Maintenance Manager
Position Supervises:	N/A
Fair Labor Standards Act (FLSA) Status:	Hourly
Employment Status:	Full Time
Revision Date:	November 2024

JOB SUMMARY

Facilities HVAC Technicians work within Urban Land Interests to provide a variety of operations and maintenance services within a 24/7/365 environment that includes retail, commercial office space and central plant support for residential. Technicians are responsible for completing all assigned tasks while maintaining a constant focus on the critical nature of equipment uptime.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Perform preventative maintenance, troubleshooting, basic repairs, adjustments and installations to commercial air conditioning systems.
- Technicians must be capable of responding to a variety of trouble calls or work tickets such as, but not limited to, hot/cold issues, general plumbing, light carpentry work, basic electrical, piping repairs, lighting issues, & minor leaks while demonstrating strong customer service skills.
- Ensure that preventative maintenance and work orders assigned are completed and closed out in compliance with the provided schedule.
- Respond to building system alarms to preserve the critical load, minimize equipment or system damage, and participate in root cause analysis.
- Assist with equipment and system operational modifications, such as critical switching, Lock Out/Tag Out, and safe working area set up so that specialty contractors may perform assigned duties while minimizing risk to workers and protecting the critical load.
- Maintain records for inventory of repair supplies and materials; prepare materials requisitions for approval by supervisor as replacement needs dictate.
- Maintain vigilance and report all potential system/equipment problems to management immediately.
- Comply with company policies and safety requirements/programs.
- Maintain a professional courteous manner with all tenants, vendors, contractors, and fellow employees.
- Complete facility rounds and equipment checks as required.
- Read and interpret detailed schematics, blueprints and equipment wiring diagrams.
- Participate in the on-call rotation for emergency service outside of regular business hours.
- Accurately keep records and complete paperwork for payroll, work requests, and the preventative maintenance system.
- Adapt to changing work priorities; meet deadlines and schedules.



- Lead special projects and accept other responsibilities as may be determined beneficial.
- Other duties as required.

NONESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Teach lower skill level team members.
- Contribute to the capital planning for the portfolio.
- Assist with lower skill level activities.

JOB KNOWLEDGE, SKILLS & ABILITIES

- Proven communication, leadership, organization, and problem-solving skills, as well as the ability to be flexible and multitask.
- Ability to learn quickly with a focus on quality.
- Good attention to detail and understanding of general construction principles.
- Great attitude and ability to work well with others in a team environment.
- Good general construction skills (accurate cutting, safety awareness, understanding how to read plans or drawings).
- Applied knowledge of occupational hazards and safety rules and regulations.
- Applied knowledge of general building maintenance practices and procedures.
- Applied knowledge of facility life safety code.
- Willingness to uphold ULI employee policies and procedures.
- Highly developed interpersonal communication and customer service skills.
- Ability to utilize office equipment including personal computers, mobile communication devices and software programs (i.e. Microsoft Office Suite, e-mail, payroll etc.).
- Ability to research and interpret information, building broad based knowledge of intricate building systems.
- Ability to work under pressure while maintaining composure during emergent situations.
- Ability to lift 50 lbs. continuously and 70 lbs. occasionally.
- Must have flexibility to work overtime and all assigned shifts, including weekends and holidays, and serve on an on-call basis, as may be dictated by the needs of the business.
- Able to use hand tools, test equipment and knowledge of maintenance shop practices.
- While performing the duties of this job, the employee must be able to stand, walk, reach, climb, stoop, kneel, crouch/crawl.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

EDUCATION/CERTIFICATION/LICENSURE

- Possess a high school diploma or an approved GED.
- Journeyman Apprenticeship minimum preferred.
- EPA Universal Certificate or be willing to get certification within 1 year of hire.



EXPERIENCE

- Minimum of 5 years demonstrated working experience in a commercial facility maintenance environment OR be employed in the maintenance department at Urban Land Interest for at least 1 full year. Demonstrate technical skills and willingness to learn.
- Must have experience in refrigeration environment or be employed in the maintenance department at Urban Land Interest for at least 1 full year. Demonstrate technical skills and willingness to learn.