



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Residential HVAC Maintenance Technician</b>
<b>Department/Location:</b>	Residential/Madison
<b>Reports to:</b>	Residential Maintenance Manager
<b>Position Supervises:</b>	n/a
<b>Fair Labor Standards Act (FLSA) Status:</b>	Non-Exempt, Hourly
<b>Employment Status:</b>	Full Time
<b>Revision Date:</b>	August 2025

## JOB SUMMARY

This position is responsible for repairing and maintaining the upkeep and physical condition of the HVAC systems of ULI's Residential portfolio in downtown Madison.

## ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Complete repairs and rebuilds on heating and air conditioning systems and equipment.
- Replace existing heat pumps when necessary.
- Diagnose electrical and mechanical faults for HVAC systems.
- Perform preventative inspections and maintenance of all HVAC equipment, including replacing filters and thermostat batteries, checking heat exchangers and cleaning condensate pump screens and air conditioning coils.
- Perform all maintenance on all equipment based on the manufacturer's recommendations and operating manuals.
- Keep accurate logs of refrigerant use and parts replaced.
- Keep Residential Maintenance Manager apprised of any HVAC situations that are beyond your level of knowledge and/or skill. In these situations, when appropriate, seek assistance from the Commercial Department or vendors and submit recommendations to Manager for approval.
- Participate in on-call emergency schedule for evening, weekend and holiday coverage.
- Be responsible for inventory control and proper use of maintenance materials and equipment.
- Ensure a safe work environment by following company policies, understanding and following OSHA standards, and using appropriate personal protective and safety gear at all times. Report any safety concerns to the Property Manager.
- As needed and directed by the Residential Maintenance Manager, assist with unit turns and non-HVAC work orders.
- Perform sidewalk snow removal and maintenance during winter months when needed.
- When necessary, assist with janitorial duties.
- Instill and demonstrate the Mission, Vision, and Values of Urban Land Interests to all employees, residents, and vendors.
- Follow and ensure compliance of all Fair Housing laws.
- Maintain accurate records within payroll system.
- Demonstrate thorough knowledge and ensure compliance with company policies and procedures.
- Attend all scheduled meetings, including All-Hands meetings.



- Encouraged to seek educational opportunities and self-improvement for personal growth and development to be discussed with Portfolio Supervisor.
- Maintain a positive working relationship within the community, with employees, owners, vendors and outside agencies to help positively promote Urban Land Interests.
- Perform other duties which may be required to ensure economic success of Urban Land Interests as necessary.

#### **JOB KNOWLEDGE, SKILLS & ABILITIES**

- Ability to work every first and last day of any given month unless otherwise directed.
- Ability to prioritize, be willing to adapt to changes as priorities change, work well under pressure with tight time constraints, and stay on task with minimal supervision.
- Ability to communicate effectively and professionally with the team and with residents.

#### **EDUCATION/CERTIFICATION/LICENSURE**

- Formal training in HVAC repair and maintenance preferred.
- HVAC EPA Certification, level 2 or above required.

#### **EXPERIENCE**

- 1-3 years working with HVAC repairs and maintenance required.
- 1-3 years in residential maintenance position or similar field preferred.

#### **WORKING CONDITIONS**

- Must be able to regularly lift up to 25 lbs. and up to 75 lbs. occasionally.
- Ability to work in confined and tight spaces.
- Ability to walk and traverse stairs on a regular and daily basis.
- Inside and outside work in all types of weather (heat, snow, rain, cold, etc.). Must wear slip resistant footwear appropriate for the season.