

Monadnock Cooling Systems, Inc.

Job Description

Installation Technician

The following is a complete Job Description for an Installation Technician for Monadnock Cooling Systems, Inc. The duties of this position will be carried out on a daily and weekly basis. This position will be evaluated on a quarterly basis. The responsibilities of this position are to provide our clients with a professional installation for all of their HVAC/R needs. All Installation Technicians will report directly to the Service and Field Operations Manager with any and all needs, concerns and questions regarding issues on projects relating to Monadnock Cooling Systems, Inc. This position is an Hourly paid position. The person holding this position will not be involved with the service department on a regular basis

It is the responsibility of the Installation Technician to bring any problems to their immediate supervisor's attention so they can be resolved. The Installation Technician will be responsible for working safely and also keeping his or her work space clean and free of debris to help prevent any working hazards.

The following is a list of the direct responsibilities of the Installation Technician.

- Arriving to the office by 7:15 AM to turn in previous day's paperwork
- Discuss any problem and or issues with his or her immediate supervisor from the previous day's work.
- Have a clean appearance when arriving to work
- Keep a clean driving record
- Keep the company vehicle issued to them clean and presentable (Inside and out) (If applicable)
- Keeping truck inventory to required levels (If applicable)
- Present themselves in a professional manner to the Client
- Assist in increasing productivity in the Installation department by communication with fellow employees
- Work safely in the field.
- Keep all necessary licenses to be able to work in the field.
- Maintain a physically fit and healthy lifestyle to be able to perform the sometimes strenuous work required by an Installation Technician
- Turning in vehicle mileage weekly. (On Monday Morning with time card) (If applicable)

All responsibilities as well as the above are outlined in the employee handbook, company policy and safety policy latest revision and must be adhered to.