

# HVAC Field Manager Job Posting

An HVAC Field manager is responsible for:

- Planning, organizing, controlling, and coordinating the HVAC Field Department (Installation + Service)
- Arranging for training of service department employees in proper company procedures and practices.
- Dispatching correct Technicians / Installers for jobs based on skill sets.
- This position will include occasional visits to job sites for pre-bid meetings and contract discussions and negotiations.
- Resolving customer complaints in a timely, efficient and cost-effective manner, projecting a professional and customer friendly attitude.
- Managing the necessary administrative records and controls to protect the interest of the corporation and the customer, to include prompt and accurate invoicing.
- Implementing quality control procedures for the service department to ensure optimal customer service, efficient use of equipment and time, and meeting of departmental strategic and budgetary goals.
- Occasional field installation work.
- An HVAC Field Manager should also be able to attend Dealer specific trainings, take notes, understand the content, and train future/current technicians on new standard practices, etc.
- Manage technician certifications.

Qualifications:

- Minimum 5+ years of field experience as an HVAC Installer / Service Technician
- Technical knowledge of HVAC and Mechanical Systems
- Knowledge of mechanical codes
- Able to read blueprints and specifications
- Knowledge of Google Suite or Microsoft Office Applications
- Minimum 5 years of Management experience
- Valid driver's license and good driving record

Pay / Benefits:

Salary: 100k - 150k / year

Health Insurance

Dental Insurance

Vision Insurance

PTO

401k

Vehicle

Charge Card