



## HVAC Service Manager

Efftech is a leading HVAC & Commercial Service department that is currently seeking a self motivated HVAC Service Manager to lead a Group of Highly trained technicians that strive for perfection when working with all clients. Residential and commercial alike from installation to service.

The successful candidate will be responsible for preparing, coordinating, reporting and analyzing Jobs and Job profitability results of the company.

### Job Summary

This individual will be a key member of our preventative maintenance (PM) team providing leadership, direction and oversight to the HVAC (Heating Ventilation and Air Conditioning) preventative team of 10+. The HVAC Service Manager will have direct oversight of the design and application of the following systems and operate as a senior technical resource - air & water cooled chilled water; air handling & VAV air distribution; air & water cooled variable refrigerant flow (VRF); DDC control; outside air & exhaust including ventilation units; air and water cooled refrigeration. Additionally, the HVAC Service Manager is responsible for insuring the PM Team provides best in class maintenance and repair services to portfolio of commercial and residential clients.

### Primary Responsibilities

- Direct repair and preventative maintenance (PM) of existing HVAC equipment including air handlers, chilling and heating systems, air quality equipment (including energy recovery make-up, exhausted air systems, and laboratory vent hoods) and also chemical treatment of chillers and boilers in alignment with appropriate local codes and standard and manufacturers' requirements.
- Inspect and evaluate condition of HVAC equipment on all client sites and recommend corrective action; insure installation, repairs and maintenance are performed in accordance with all local codes and standard and manufacturers' requirements.
- Liaise with Group Team Leader, regarding work orders, job completion dates, work priorities and cost estimates.
- Working alongside the Group Sales Director, market a comprehensive range of air conditioning and refrigeration systems directly to building owners as well as establishing a comprehensive wholesale marketing/sales plan to distribute products and systems to wholesale trade contractors.
- Estimate and negotiate projects up to \$2,000,000.00 in addition to closing out and handing over projects.
- Prepare ongoing maintenance and service agreements
- Write and receive work orders; plan, supervise, and monitor work of PM Maintenance Team and assign work for completion.
- Support preparation of monthly / quarterly maintenance reports.
- Interpret mechanical drawings, and make inspections and check work progress.
- Make recommendations and suggestions regarding the purchase of HVAC Equipment, initiate purchase of parts and equipment to ensure that an adequate supply of proper parts is maintained, contact vendors to ascertain if parts will be delivered on time.
- Coordinate with Logistics Manager, purchasing and inventory control procedures. Research and solicit vendors for repair parts and preventative maintenance parts for equipment.
- Develop, recommend and implement productivity and cost saving measures; enforce health and safety precautions; keeps records, write reports.
- Use computerized maintenance management system to report and document daily activities, maintenance, and repairs performed on HVAC equipment.
- Maintain staffing schedules, timekeeping and employment records for responsible areas in connection with planning, scheduling and execution of preventative maintenance work.
- Provide direct support to field operations, performance metric tracking and reporting, and implements strategic

material acquisition strategies.

- Interview and evaluate new Preventative Maintenance staff alongside the Human Resources team.
- Supervise, evaluate and train assigned staff.

### Preferred Skills

- Comprehensive knowledge of methods, materials and equipment used in installing, repairing and maintaining heating ventilation and air conditioning(HVAC) equipment.
- Comprehensive knowledge of the occupational hazards and safety precautions of the work.
- Ability to prepare estimates and order materials for maintenance and repair jobs.
- Ability to exercise independent judgment in determining operating conditions.
- Ability to plan, lay out, supervise and inspect the work of subordinates.
- Ability to establish and maintain effective working relationships with associates; knowledge of energy management systems.
- Interpersonal and communication skills including tact and diplomacy.
- Professional attitude and appearance, attention to detail, time management, and supervisory skills.
- Computer proficient in Microsoft Office and Outlook and preventative maintenance work order systems.

### Minimum Qualification Requirements

Eight years of full-time experience in an HVAC environment, construction, or related field and a minimum of 3 years' experience as a Field Supervisor, Inspector with responsibility as a Cost Estimator.

Tertiary education in the areas of engineering, architecture, engineering technology or a closely related field

HVAC Technology certificate preferred

**Interested applicants should apply with Resume' and References to:**

**BAS Group of Companies**  
**P.O. Box HM 719**  
**Hamilton HM CX**  
**Or via email:**  
**Recruitment@basg.bm**

**Closing date for application : September 22, 2016**