



HVAC INSTALLATION/SERVICE SUPERVISOR

Air Pro Ltd., an Authorized Dealer of Toshiba Air Conditioning, is a progressive HVAC, Sheet Metal and Refrigeration Company that is seeking an ambitious, hardworking and innovative HVAC INSTALLATION/SERVICE SUPERVISOR.

Essential functions may include, but are not limited to, the following:

- Service, repair and maintain Toshiba, Mitsubishi and Daikin Split systems and VRF systems, utilizing appropriate software
- Communicate with customers and sales representatives to after-sales service, troubleshooting and general equipment assistance
- Leading a team of field install technicians by planning their internal/external responsibilities and creating an environment in which they can thrive, both personally and professionally
- Daily organizing and scheduling of installation/service technicians
- Offer technical support to field technicians and office staff, including training of Bermudian apprentices
- Resolve any customer complaints or job site issues
- Customer relations, reviewing all billing and warranty claims; interaction with the other managers in respect to their warranty, installation and start-up construction needs

Minimum Qualifications and Experience:

- Must have a minimum of 10 years of experience in with diagnosing, installation, repairing and maintaining commercial & residential HVAC equipment, such as installation and commissioning of commercial refrigeration equipment, ice machines, Split Systems, DX Systems, Package Units, Chilled Water Systems, including teardown of centrifugal compressors, good controls knowledge and be able to read wiring diagrams
- Must hold a recognized HVAC trade certificate and preferred but not essential a university degree
- Have knowledge with electrical trouble shooting
- Strong HVAC technical knowledge with an understanding of HVAC systems, including installation and service methods
- A proven willingness to go beyond expectations to meet customer needs
- Ability to effectively use Microsoft Word, Excel and PowerPoint

Required Competencies, Skills and Abilities:

- Extensive knowledge of HVAC equipment; experiencing with dispatching technicians; strong communication skills in dealing with customers and technicians and a good problem solver

Air Pro Ltd. is committed to a drug free workplace. New Employees are subject to a pre-employment drug test.

Closing Date: 5th April 2021

Please apply in writing or via email with resume, education details and previous work history to:

Human Resources Manager
Air Pro Ltd.
P.O. Box FL 46
Flatt's FLBX, BERMUDA
Email to: benwell05@gmail.com