



**ANNOUNCEMENT OF
OPEN POSITION**

**POSTED INTERNALLY:
NOVEMBER 22, 2019**

POSITION: FURNACE TECHNICIAN
RESPONSIBLE TO: SENIOR AUDITOR
LOCATION: ENERGY & HOUSING SERVICES
GRADE: 7/NON-EXEMPT

QUALIFICATIONS:

- Requires a High School Diploma or GED, plus Building Performance Institute (BPI) certification as a Heating Specialist, or the ability to obtain this certification in addition to passing the City of Syracuse Residential C Mechanical license examination within one year of hire date.
- Also requires a minimum of three years of previous experience installing and repairing HVAC systems in residential housing.
- Ability to model buildings and accurately size HVAC equipment. Must have a thorough understanding of combustion theory and venting principles, ducted distribution system design and hydronic systems. Must be able to effectively write repair and replacement work scopes and document completed jobs. Must be able to perform basic heating system and domestic hot water heater safety inspections. Ability to clean and tune oil and gas fired appliances to include gas ovens.
- Requires the ability to make decisions in the field concerning best practices and work scope adjustments.
- Must have good interpersonal and communication skills.
- Ability to effectively respond to common inquiries or complaints from clients. Basic computer skills are required.
- Position involves lifting up to 50 lbs., reaching, stretching etc. Clean, current NYS driver license is required.
- Candidate will be required to pass a physical examination and complete drug and alcohol screening.

RESPONSIBILITIES:

1. Work closely with the Production Coordinator and Crew Supervisor in coordination and scheduling of assigned weatherization jobs.
2. Install gas and oil fired furnaces, boilers and distribution systems as directed. Complete heat load and system sizing calculations and procedures.
3. Perform clean and tunes on oil and gas furnaces and boilers following best practice guidelines. Complete duct sealing in conjunction with tune and cleans.
4. Diagnose and perform repairs on furnaces, boilers, gas ovens, duct systems and domestic hot water heaters.

(continued)

DEHS Furnace Technician

5. Complete narrative detailing scope of work and all required test results, including accurate pre- and post-efficiency and safety testing.
6. Responsible for obtaining permits required by municipalities for any work performed and being knowledgeable concerning all codes pertaining to furnace repair and replacement.
7. Responsible for ensuring materials, tools and equipment needed for successful completion of assigned jobs are on the job site.
8. Responsible for quality control of work performed, site cleanup and post inspection to determine if all tasks have been performed in accordance with best practices.
9. Responsible for accurate completion of Material/Inventory forms when jobs are concluded and accurate monthly inventory of assigned vehicle.
10. Comply with all rules and regulations pertaining to Program Safety and Rules & Procedures to ensure the health and safety of worker, co-workers and clients.
11. Keep Energy and Housing Program vehicles and equipment storage room organized. Maintain tools and equipment in good working order.
12. Perform all aspects of insulation/air sealing crew duties when required.
13. Comply with Agency and Program rules and regulations
14. Maintain confidentiality of all client and Agency information.
15. Perform all other duties as required.

EOE/AA/M/F/D/V