**ATTENTION**

**HVAC & Skilled Trades Majors!**

Lagana Plumb & Heating is hiring a HVAC Technician

**About**
Lagana Plumbing and Heating is a family owned business proudly serving Wayne, Ontario, eastern Monroe and other counties in the Finger Lakes area community since 1948! Our technicians are factory trained and dedicated to doing the right thing for the customer - every time. 100% Customer Satisfaction: it’s not just an abstract goal for us. It’s our guarantee, and the driving force behind everything we do.

**Position**
We are currently seeking a full-time HVAC Service and Installation Technician.

**Duties & Responsibilities**
- Primarily responsible for performing installs, plumbing, water treatment or repairs and maintenance to a variety of equipment including: refrigeration, air conditioning either standing or wall mounted, electric motors, heating units, heat pumps, hermetic compressors, light commercial furnaces, boilers, burners, intake and exhaust fans, economizers and humidifiers, home water/gas/oil piping and some small electrical work etc.
- Check in with office for scheduled jobs after the completion of each job and at the end of each workday.
- Be prepared to cross train and work in Service, Plumbing and Install as needed.
- Ensure all company provided forms are completed. Responsible for time management of jobs scheduled each day.
- Check in with client at the beginning and end of each task and obtain client signature on company provided forms where applicable.
- Ensure all purchase receipts or invoices for each job are turned in at the completion of the job.
- Ensure all materials used for each task are listed properly on the company provided forms.
- Understand pricing, generate invoices, process payments, obtain customer signatures and information as required.
- Check in as needed to ensure office dispatcher and/or field supervisor are aware of your status and answer any calls from the office or leadership team.
- Must be able to build customer confidence in company through quality, professionalism and support.
- Complete work in a timely and professional manner.
- Participate in training meetings as required.
- Must be able to maintain a valid NYS driver’s license.
- Ensure that you respond to customer requests timely to include On-call and overtime hours as needed.
- Follow all rules and regulations as described in the employee handbook including company business policies regarding completion of paperwork, maintenance and security of tools, parts, test equipment, uniforms and vehicles.
- Ability to self-start and motivate a group of individuals to act as team towards a common goal.
- Review and promote the maintenance of a safe, accident free and healthy work environment.

**Education/Experience**
- A minimum of a High School Diploma or GED. With basic knowledge of HVAC systems. A certificate or Associates degree in HVAC or advanced training preferred.
- 1-2 years of HVAC service and installation experience, preferred.

**How to apply:**
Please send your Resume, Cover Letter, and MCC M# to: Joe Snowden at jsnowden4@monroecc.edu