1. Performed troubleshooting on HVAC systems to determine root cause of issues.
2. Surveyed building layout and gathered materials before beginning repairs.
3. Kept accurate records of time and materials used for each job to compile into [Timeframe] reports for [Job Title].
4. Monitored building environmental conditions, including adjusting thermostats, terminal units and mixing boxes.
5. Closed out all work orders after verifying completion with customers and reporting any discrepancies discovered on job site.
6. Worked overtime, holidays and weekends to accommodate company needs.
7. Programmed computerized energy management systems and verified proper functionality.
8. Reviewed work of external and internal contractors to guarantee consistency with quality and safety standards.
9. Maintained boilers, hot water systems, gas heating equipment and food service equipment.
10. Calibrated equipment to achieve maximum efficiency.
11. Read blueprints, wiring diagrams, piping schemes and engineering specifications to diagnose and repair units.
12. Consulted with project management during group installations.
13. Investigated major malfunctions and breakdowns of heating, [Type] and air-conditioning systems and used [Technique] and [Skill] to determine causes.
14. Filled out detailed work orders for each job completed.
15. Repaired and replaced motors, bearings and belts.
16. Traveled to approximately [Number] job sites per [Timeframe] for both scheduled and emergency appointments.
17. Conducted maintenance service on HVAC systems to increase life expectancy of equipment and prevent costly repair work.
18. Repaired and replaced heating and air conditioning systems for commercial customers in [Type] industry.