



<https://nadcw.com/jobs/hvac-service-manager/>

HVAC Service Manager

Description

Nelson Air Device, Corp., a fast-paced HVAC Mechanical Contractor located in the Maspeth, NY area with projects widely based in Manhattan and specializing in Healthcare, is currently looking for an HVAC service Manager.

Responsibilities

- Schedule directs and provide technical support for HVAC technicians to meet service demands and customers' expectations.
- Recruit and interview HVAC technicians as required to meet workload demands, and company or customer expectations and requirements.
- Review technicians' work to ensure quality meets established standards, techniques, and safety requirements; makes recommendations as requirements to improve quality and productivity.
- Communicate regularly with dispatch to ensure that personnel are being scheduled properly by skill level, efficiency, and training requirements.
- Communicate daily dispatch reporting on project information, estimated time to complete jobs, labor hours, and parts or material used.
- Maintain communication with vendors and factory personnel concerning warranty issues, product recall notices, operational problems with products, premature failures, and other issues as they apply to products and equipment sold and serviced by the HVAC Service Department.
- Review work orders, invoices, and time reports for accuracy, and to ensure timely cash flow and maintain minimal account receivables.
- Specify and ensure required parts are ordered in a timely fashion to meet work deadlines.
- Ensure that all company/department policies are being followed by all HVAC technicians.
- Oversee assigned HVAC service vehicles, monitor vehicles to ensure they are being maintained and operated as required, and used according to company policy.
- Monitor HVAC service vehicles to ensure they are in an acceptable condition to allow technicians to efficiently work out of the vehicle.
- Keep current with latest factory OEM training on current products, coordinate HVAC technician training, and maintain training records to ensure personnel maintain proficiency in preventive maintenance, start-up, troubleshooting, and repair of supported equipment.
- Generate sales leads and promotes and develops maintenance/service agreements; estimates and generates bids for contract projects/work.
- Work with other departmental managers to meet company and departmental goals and objectives.
- Other tasks and responsibilities as required to maintain efficient department operations.

Qualifications

- Excellent customer service and sales skills.

Hiring organization

Nelson Air Device Corp.

Employment Type

Full-time

Industry

Mechanical Contracting

Job Location

4628 54th Ave, 11378, Maspeth, NY, US

Base Salary

\$ 45 - \$ 60

Date posted

- Five years HVAC management related experience; or an equivalent combination of education and experience.
- Some post-high school education, trade school, or military experience.
- Exhibit an in-depth knowledge and understanding of HVAC and refrigeration systems.
- Technical aptitude with knowledge of local codes and an ability to use resources at hand to find solutions.
- Excellent leadership skills to enhance team productivity and standards of work produced.
- Excellent verbal and written communication skills; and strong conflict management skills.
- Detail-oriented and highly organized with the ability to handle multiple tasks and assignments.
- Good computer skills: knowledge of and proficiency in common office applications such as MS Word, Excel, Outlook and Sage service operation.
- Possess a strong personal desire for improvement; and the desire to motivate HVAC technicians to be better tomorrow than they are today.
- Have a clean, neat, and professional appearance; a top performer who can instill pride of workmanship in himself and in others.
- Valid driver's license with a clean driving record and background.
- Ability and willingness to work non-standard schedule: nights, weekends, and holidays as/if required.

Job Benefits

- 401 (k)
- Dental insurance
- Health insurance
- Paid time off

Contacts

For additional information contact jobs@nadcw.com.