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# Example of AC Technician Job Description

Our company is looking for an AC technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for AC technician

* Assist in budget planning and preparation
* Inform supervisors of completed and outstanding work orders
* Cooperate with warehouse to determine which parts should be ordered for stock
* Provide technical assistance to mechanics when requested
* Implements changes, expansions and additions to Refrigeration & HVAC systems by identifying problems
* Maintains Refrigeration & HVAC maintenance parts and equipment inventory by checking stock to determine inventory level
* Performs general maintenance and preventative maintenance on building and other C-store equipment at assigned stores
* Maintains work schedule for assigned area of responsibility
* Participates in field visits and meetings as requested by management
* Carries out preventive maintenance of refrigeration and air conditioning equipment and systems

## Qualifications for AC technician

* Minimum two (2) years experience in HVAC trade
* Must have a minimum six (6) years’ experience as a AC&R Journeyman Technician
* Must have knowledge of Direct Digital Control Systems (DDC) and their components
* Mechanical knowledge of machines and tools, including their designs, uses, repair, and maintenance is required
* Must have a minimum two (2) years’ experience as a AC&R Journeyman Technician
* Must have a minimum five (5) years’ experience as a AC&R Journeyman Technician