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# Example of Air Technician Job Description

Our innovative and growing company is looking for an air technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for air technician

* Ensure administrative ease by obtaining proper customer endorsement(s) so that invoicing and documentation can be supplied to the customer, including job cost billable expenses and time sheets
* Between jobs, may stock shelves with clean, tested and ready to use equipment and pull, stage and/or load equipment for jobs at TSS facility
* Maintain work area and other areas in a clean and orderly condition
* May train less experienced technicians in use and care of assigned equipment
* May perform other functions/duties as assigned
* Perform routine inspection and maintenance on breathing air and gas detection equipment
* Complete daily, weekly and monthly equipment checks, including scheduled calibrations on gas detection equipment
* Ensure all field ticketing is completed as per customer contract
* Reads work orders and collects all basic equipment to perform all tasks in a specific service line
* Perform field work including stack testing and ambient air monitoring

## Qualifications for air technician

* Possess valid Certificate of Registration of Electrical Worker and Mandatory Basic Safety
* Minimum two years’ work experience as Air-Condition & Ventilation technician in a hotel or in a large building/complex with central plant
* Give advice on installations
* Be able to do fault finding
* Commission lnstallations
* Ability to communicate with clients, both verbal and in writing