

HVAC technician job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring an HVAC technician to install, service, and repair heating and cooling systems for our [residential or commercial] customers.

What you'll do

- Diagnose and repair heating, cooling, and ventilation systems.
- Install new HVAC equipment, ductwork, and controls.
- Perform seasonal maintenance and inspections.
- Handle refrigerants safely and in line with EPA rules.
- Explain repair options and costs clearly to customers.
- Complete service tickets, invoices, and warranty paperwork.
- Keep the service vehicle stocked and organized.
- Take part in the on-call rotation.

What you'll need

- EPA Section 608 certification.
- [Two] or more years of HVAC experience.
- Valid driver's license and clean driving record.
- Ability to work in attics, crawl spaces, and on roofs.

Nice to have

- HVAC trade school or apprenticeship.
- NATE certification.
- Commercial or refrigeration experience.

Skills

Diagnostics, Refrigerant handling, Customer communication, Electrical controls, Safety, Time management.

Physical demands and work environment

Customer homes and businesses, including attics, crawl spaces, and rooftops, in extreme heat and cold. Requires lifting up to 75 pounds with help.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$29.33 (BLS OEWS, May 2025, SOC 49-9021, Heating, air conditioning, and refrigeration mechanics and installers).
- Median annual equivalent: \$61,010 (hourly median x 2,080 hours).
- Mean annual wage: \$64,780.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

The Clean Air Act requires technicians who maintain, service, repair, or dispose of equipment that could release refrigerants to hold EPA Section 608 certification, and Section 609 certification covers motor vehicle air conditioning. Many states and cities license HVAC contractors or mechanics. Flat-rate or commission pay must still meet minimum wage and overtime requirements for every workweek.

How to customize it

- Say whether the work is residential, commercial, or refrigeration.
- Explain pay method, commission, and spiffs.
- List truck, tools, and phone policy.
- Describe on-call frequency.

Interview questions

1. A customer says their AC is running but not cooling. Where do you start?
2. How do you explain an expensive repair without high-pressure selling?
3. Tell me about your experience with refrigerant recovery.
4. How do you handle a callback on a repair you made?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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