**Example HVAC/TAB** **Tech Job Description**

**Company Description:**  
  
**Position Overview**

The TAB Technician will be responsible for conducting the testing, adjusting, and balancing (TAB) of HVAC and hydronic systems within commercial and industrial environments. The ideal candidate should be knowledgeable in mechanical systems, demonstrate problem-solving abilities, and possess a keen attention to detail. This position requires a combination of hands-on technical skills and excellent communication abilities to ensure the systems function optimally and meet all design specifications.

**Responsibilities**

* Perform testing, adjusting, and balancing (TAB) of HVAC systems and hydronic systems in commercial buildings.
* Interpret mechanical blueprints, system specifications, and schematics to execute accurate TAB procedures.
* Troubleshoot and resolve issues with HVAC systems to ensure maximum efficiency and compliance with design specifications.
* Calibrate and verify the accuracy of measurement tools and balancing instruments.
* Maintain clear and accurate field documentation, including readings, adjustments, and compliance with specifications.
* Ensure HVAC systems meet all operational requirements and safety regulations.
* Communicate with project managers and supervisors to report on project progress, challenges, and resolutions.
* Assist in the training and mentoring of junior technicians or apprentices.
* Travel to job sites as required, which may involve extended work hours and some overnight stays.

**Qualifications**

* A minimum of 2-3 years of experience in testing, adjusting, and balancing HVAC systems.
* AABC (Associated Air Balance Council) certification is preferred, or the ability to achieve certification within 6 months of employment.
* Proficient understanding of mechanical systems, blueprints, HVAC design, and control sequences.
* Strong mathematical, problem-solving, and troubleshooting skills.
* Ability to use and maintain balancing tools, measurement instruments, and diagnostic equipment.
* Must be capable of lifting up to 50 pounds and working at heights.
* Excellent communication and interpersonal skills.
* Ability to manage time effectively and handle multiple projects simultaneously.
* High school diploma or equivalent required; technical certification or associate degree in a related field is a plus.
* Safety consideration for construction sites.
* **OSHA 10 & 30-Hour Certified | Life Safety Trained Preferred**

**Benefits Package**

* **Medical, Dental, and Vision** coverage.
* **Company-paid life and disability insurance**.
* Flexible Spending Account and Dependent Care Reimbursement Accounts.
* **401(k)** with company match.
* **Paid Time Off**: 25 paid days off per year (includes holidays, vacation, sick time).
* **Retention Bonus**: Eligible for up to $X
* **Educational and Credentialing Support**: Reimbursement for continuing education and certification expenses.
* **Mileage Reimbursement and Travel Allowances** for work-related travel.
* **Paid Holidays** and **Sick Leave**.