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

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

A Technician in Training is directly supervised by a TAB Engineer, Technician, Project Supervisor, Project Coordinator and/or Project Manager while learning basic balancing procedures, techniques and technician responsibilities. The ideal candidate will be proactive, possess strong problem-solving skills, and have basic math skills. If you’re passionate about HVAC mechanical systems and ready to take your career to the next level, we want to hear from you.

**Responsibilities:**

* Basic Skills and Math Application: Use basic math skills to apply formulas and calculations required for HVAC testing, adjusting, and balancing.
* Demonstrate an understanding of mechanical plans and how to locate equipment on a project site.
* Learn how to set up, store, operate, and verify the calibration of field instrumentation.
* Ensure tools and instrumentation are properly secured and ready for use at all times.
* Collect and accurately record field data related to HVAC equipment performance.
* Assist in marking traverse hole locations and Pitot tube spacing for ductwork configurations.
* Support technicians and supervisors in testing, adjusting, and balancing HVAC systems in accordance with standard procedures.
* Complete necessary documentation related to TAB activities.
* Demonstrate understanding of all safety requirements for each task performed.
* Exhibit basic written and verbal communication skills, ensuring clarity in the exchange of information.
* Interact with clients and contractors as needed, maintaining a client-focused attitude.
* Work collaboratively with team members, providing support on projects, and assisting in the completion of tasks.
* Rigorous in house and in-field training, learning from AABC certified training manuals and field experiences. (reading chapters and taking quizzes)
* Safety consideration for construction sites.
* **OSHA 10 & 30-Hour Certified | Life Safety Trained Preferred**

**Qualifications**

* Education: High school diploma or GED required. Two years of college education preferred.
* Two years of experience in a related field with a high school diploma or GED.
* No experience required if you have two years of college education.
* Ability to work at heights on ladders, scaffolding, or lifts and perform physical tasks such as lifting up to 50 pounds.
* Ability to use basic hand tools and power tools.
* Strong mechanical aptitude and problem-solving abilities.
* Basic computer skills
* Safety considerations for construction site

**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**.