

**COMPANY NAME:** Done Rite Services

**JOB TITLE:** HVAC Technician

**JOB DESCRIPTION:**

Are you hardworking, dependable, and driven individual with an ability to deliver quality? Are you looking to learn and grow with a company that will support you? Done Rite Services is looking for you. We are a fully service HVAC, Electrical and Plumbing company

We are looking for an experienced service technicians to join our team.

Here are just a few responsibilities:

- Problem solving skills
- Respond to all inquiries
- Maintain customer service relationship from start to job completion as a presentable face of Done Rite Services
- Customer service mentality around HVAC equipment, home and commercial systems to be comfortable speaking with customer on best options
- Be knowledgeable on home and commercial products for answering customer questions as well as cross-selling
- Basic understanding of HVAC, plumbing and electrical
- Must have tools

This job is ideal for someone who is:

- Dependable
- Adaptable/flexible enjoys doing work that requires frequent shifts in direction
- Customer service oriented and ethical with a positive attitude
- Efficient
- Drug free

**SALARY:** DOE

**APPLICATION QUALIFICATIONS:**

Previous HVAC Experience.  
Install experience helpful  
Customer service experience  
Ability to communicate verbally and in writing  
Sales experience preferred

**HOW TO APPLY:** Apply by emailing resume to [hr@doneritesvcs.com](mailto:hr@doneritesvcs.com)

**DATE:** 12/5/2022

2797 E Ajo Way, Tucson, AZ 85713

[BusinessServices@pima.gov](mailto:BusinessServices@pima.gov)

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities