



Position: HVAC Technician

Department: Campus Enhancement Services

Position Summary:

The HVAC Technician provides HVAC services with specific responsibility for identifying repair and/or replacement needs, installing, repairing, maintaining and upgrading HVAC systems and equipment, assisting other skilled trades, and ensuring that tools and materials are available at job site.

RESPONSIBILITIES:

- Inspects HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Installs heating and air conditioning equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, training and seminars, as assigned, for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance as needed for the purpose of ensuring the ongoing functioning of HVAC systems.
- Diagnoses causes of problems and/or failures in heating/air conditioning systems for purpose of identifying equipment and/or systems repair and/or replacement needs.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Coordinates with assigned supervisor and/or other trades for the purpose of completing projects and work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Repairs heating and air conditioning systems and/or components (e.g. pumps, motors, air handlers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.
- Documents work orders (e.g. repair status, activity logs, etc.) for the purpose of conveying information.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Transports a variety of tools, equipment and supplies for the purpose of resolving immediate safety concerns.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.



QUALIFICATIONS:

- Employee must support the University's mission statement and core values, which includes having a firm commitment to living a Christian lifestyle in keeping with biblical models.
- Minimum 2 years of experience in HVAC installation and maintenance is required.
- Refrigerant Certification required.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data, standards for design and construction, air conditioning and heating codes, hazards and safety precautions, and refrigerant handling and disposal per EPA regulations.
- Exhibit good mechanical skills to handle equipment to avoid causing injuries to self and/or others
- Valid Driver's License and clear driving record.

PHYSICAL REQUIREMENTS:

- Occasional lifting, carrying, pushing and/or pulling up to 50 pounds
- Some climbing and balancing
- Frequent and long periods of bending, stooping, kneeling, crouching, and/or crawling
- Significant fine finger dexterity
- Works inside and outside in varying weather conditions, including exposure to extreme temperatures

WORKING RELATIONSHIPS:

This position is a full-time position in Campus Enhancement Services. The HVAC Technician reports to the Director of Maintenance.