Job Title: HVAC Master
Compensation Rate/Grade: Grade 7
Department: Facilities Services
Updated: December 2011

Essential Functions:
- Utilize knowledge of electronics and computers in the operation of direct digitally and pneumatically controlled HVAC equipment.
- Installation, maintenance and repair of environmental equipment and control systems.
- General repairs and preventative maintenance of all building environmental equipment.
- Ability to work at heights of up to 70 feet in confined areas and at times during inclement weather. Able to lift 70 pounds.
- Ability to perform manual labor, including bending, stooping and reaching.
- Follow work assignments, instructions, labeled information and safety standards independently.
- Assist campus architects and engineers in development of remodeling, retrofit and new construction.
- Apply all applicable HVAC mechanical codes, rules and regulations.
- Estimate times, material and budget requirements for assigned work and projects.
- Ability to read and interpret blue prints, schematics, operating manuals, and specifications.
- Provide quality customer service to faculty, staff, students and campus visitors.

Required Qualifications:
- Demonstrated interest and experience in all building HVAC systems types as needed to perform the essential functions listed below.
- Satisfactory past work performance.
- Ability to work with minimum supervision.
- Willingness to work with and direct the activities of student staff.
- Valid driver's license.
- Excellent attendance record.
- Willingness to work overtime and accept off-shift assignments.

Preferred Qualifications:
- Associate degree in HVAC or equivalent in education and field experience (6 year minimum full time experience).
- Understanding in the use and application of balance and test equipment for air and hydronic systems.
- Experience with all maintenance and test equipment to perform essential functions below.
- HVAC installers license desirable. Additional certification/licenses (i.e. refrigeration, recovery, contractor's license, etc.) and formal training as are applicable. Possess strong verbal and communication skills.

Physical Demands:
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this
position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.