Job Title: HVAC Specialist
Compensation Rate/Grade: Grade 6
Department: Facilities Services
Updated: December 2011

Essential Functions:
- Utilization of knowledge in electronics, testing equipment 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.
- Work closely with Master HVAC mechanical codes, rules and regulations.
- Apply all applicable HVAC mechanical codes, rules and regulations.
- Work cooperatively with outside contractors to maintain campus HVACR.
- Ability to read and interpret blue prints, schematics, operating manuals, and specifications.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Strong written and verbal communication skills.

Required Qualifications:
- Demonstrated interest and experience in all building HVAC system 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 including emergency service needs.

Preferred Qualifications:
- Associate degree in HVAC and/or 6 years of full time service experience.
- Residential, commercial and/or institutional service experience preferred.
- Understanding in the use and application of hydronic system balancing, digital electronic test meters, temperature test equipment, pressure meters for all types and PC use for field service use.
- Experience with all tools needed for HVACR including torch use, vacuum pumps and all other tools as related to refrigeration system service.
- HVAC installers license desirable. Additional certification required at level type 2 in refrigeration recovery.

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.