

Job Title: HVAC Master
Compensation Rate/Grade: Grade 7
Department: Facilities Services
Updated: January 2020

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.
- 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.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Use of technology, such as email, smart devices (ex: iPad, iPhone), work order system/programs.
- Attend to Facilities Services related emergencies when necessary.
- Enforce and support policies established by the Facilities Services leadership.
- Work with and lead the activities of student staff.
- Attend safety meetings and other related meetings.
- Perform other related duties as required.

Required 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 above.
- State of Michigan mechanical contractor's license.
- Universal refrigeration license required.
- Demonstrated interest and experience in all building HVAC systems types as needed to perform the essential functions listed below.
- Ability to read and interpret blue prints, schematics, operating manuals, and specifications.
- Satisfactory past work performance.
- Ability to work with minimum supervision.
- Valid driver's license with acceptable driving record.
- Excellent attendance record.
- Possess strong verbal and written communication skills.
- Willingness to work off shifts, holidays and overtime as necessary.

Preferred Qualifications:

- HVAC installers license desirable. Additional certification/licenses (i.e. refrigeration, recovery, contractor's license, etc.) and formal training as are applicable.

Physical Demands:

- Ability to lift up to 70 lbs.

- Work at heights up to 70 feet in confined spaces and during inclement weather.
- Ability to perform manual labor, including bending, twisting, stooping and reaching as needed.
- Ability to work outdoors and/or in unairconditioned buildings, at university events, as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather.
- 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.