

Job Title: HVAC Specialist
Compensation Rate/Grade: Grade 6
Department: Facilities Services
Updated: January 2020

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.
- Follow work assignments, instructions, labeled information and safety standards independently.
- Work closely with and apply HVAC mechanical codes, rules and regulations.
- Work cooperatively with outside contractors to maintain campus HVACR.
- 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 and/or 6 years of full-time service experience.
- 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.
- Universal refrigeration license required.
- Ability to read and interpret blue prints, schematics, operating manuals, and specifications.
- Demonstrated interest and experience in all building HVAC system types as needed to perform the essential functions listed above.
- Satisfactory past work performance.
- Ability to work with minimum supervision.
- Valid driver's license with acceptable driving record.
- Excellent attendance record.
- Strong written and verbal communication skills.
- Willingness to work off shifts, holidays and overtime as necessary.

Preferred Qualifications:

- Residential, commercial and/or institutional service experience preferred.
- HVAC installers license desirable.

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.