

Job Title: Service Staff Technician
Compensation Rate/Grade: Grade 4
Department: Facilities Services
Updated: January 2020

Essential Functions:

- Work closely with Energy Management Engineer on HVAC related issues for the Grand Rapids and Regional Centers.
- Assist in the programming, operating, maintaining and/or monitoring of equipment required for the maintenance of climate conditions within Grand Rapids and Regional Centers buildings.
- Assist with system planning, design, trouble shooting, and problem resolution related to the Grand Rapids and Regional Centers CEMS and related environmental control equipment adjustment and initiates work orders as necessary.
- Assess building energy needs based on occupancy schedules and other relevant factors and inputs appropriate adjustments to the CEMS and subsystems.
- Additional Service Staff Duties (conference set-ups, furniture movement, minor maintenance, receiving and delivery functions, grounds maintenance, snow removal, and general policing/cleaning of all properties) as needed.
- Enrolled in an approved HVAC certification or degree program.
- 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.
- Enforce and support policies established by the Facilities Services leadership.
- Work with and lead the activities of student staff.
- Attend to Facilities Services related emergencies when necessary.
- Attend safety meetings and other related meetings.
- Perform other related duties as required.

Required Qualifications:

- Ability to read and interpret instructions, labels, safety precautions, etc.
- Ability to work well with others and to maintain positive customer relations.
- Satisfactory work record including favorable attendance record.
- Demonstrated ability to work with minimum supervision.
- Experience with HVAC equipment and building control strategies.
- Complete lift training and obtain certification, as provided by the university.
- Willingness to work off shifts, holidays and overtime as necessary.

Physical Demands:

- Ability to lift up to 70 lbs.
- Ability to perform heavy manual labor, including bending, twisting, stooping and reaching as needed.
- Work at heights up to 70 feet in confined spaces and during inclement weather.
- 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.