JOB DESCRIPTION

POSITION TITLE: HVAC Technician

JOB CLASS: Staff

SUPERVISOR: Associate VP of Facilities Management

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: No

DEPARTMENT: Facilities Management

POSITION OVERVIEW: Performs skilled tasks in the diagnosis, mechanical repair, maintenance and calibration of air conditioning, heating, refrigeration, and domestic hot water equipment and control systems. Incumbent exercises the use of independent judgment in the evaluation of HVAC systems and the recommendation of repairs.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

Education: Minimum high school diploma or GED and HVAC Certification, supplemented by two (2) years of vocational training as an HVAC mechanic required; CFC certification holder or attainment of same within 3 months of employment required; Attendance at training courses directly related to HVAC controls maintenance; Ability to read and understand complex wiring and control system diagrams; Ability to use diagnostic tools with differing degrees of complexity; Valid Florida Driver’s License and an insurable driving record.

Experience: Five (5) years hands-on experience in the operation, maintenance, repair and renovation of heating, ventilation, air conditioning, refrigeration, and domestic hot water systems, plus experience with pneumatic and electronic controls.

IV. SKILLS AND CHARACTERISTICS

1. Effective oral and writing skills.
2. Practical application of recognized standards of good practice relevant to heating, mechanical ventilation, refrigeration, air conditioning and domestic hot water systems, including electrical and plumbing, and related mechanical equipment such as controls, pumps, motors, compressors, etc.
3. Ability to read and interpret mechanical drawings and control wiring diagrams.
4. Effective human relations skills with a proactive customer-oriented focus.
5. Ability to be viewed by all campus constituencies as supportive.
6. Available at all hours for emergency service, as well as ability to work overtime.
7. Knowledge of applicable laws and regulations.
8. Practical application of recognized standards of good practice relevant to matters of safety and security.
9. Knowledgeable in basic practices employed in the building trades.
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ROUTINE DUTIES AND RESPONSIBILITIES:

Detail the routine daily tasks and responsibilities:
(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

1. Performs Preventive Maintenance tasks such as checking equipment operation, cleaning, lubrication, changing filters, adjusting and repairing HVAC equipment and controls, etc., consistent with the Manufacturer’s Equipment Operation and Repair Manuals and contemporary standards of good practice.
2. Responds to temperature complaints, diagnoses problems, identifies solution, and makes necessary adjustments to assure adequate indoor air quality is maintained. Keeps constituents informed in a timely manner.
3. Calibrate/adjust/repair/replace temperature, humidity and air equipment and control devices such as chillers, boilers, pumps, cooling towers, evaporative coolers, condensing units, fan coil units, air handlers, exhaust fans, thermostats, sensors, humidistats, relays, timers, pneumatic controls, electric (digital) controls, electronic controls, damper motors/dampers, switches, air compressors, PE switches, traps, valves, EMS data gathering panels, fire stats, DDC devices and other related control devices.
4. Uses diagnostic equipment and line diagrams to troubleshoot problems and identify solutions.
5. Advises supervision on upgrading/replacement needs of systems and related components and, assists in the development of recommendations for their purchase.
6. Installs new systems and system components.
7. Responds to various maintenance complaints, troubleshoots problems, identifies solution and resolves.
8. Effectively plans and performs in a multi-task environment, and meets self or pre-imposed objectives and deadlines. Exercise the use of independent judgment.
9. Maintains an effective working relationship, both inter and intra-departmentally.
10. Participates on Quality Improvement Teams, as assigned.
11. Prepare time and material estimates as required.
12. Performs periodic inspections of work areas, buildings and related structures and assures steps are taken to maintain same in accordance with recognized standards of good practice.
13. Responds to student and other group issues in a supportive, professional, timely and problem solving manner.
15. Abides by and complies with University policies and procedures.
16. Performs other duties or special assignments as assigned.

WORKING CONDITIONS: Duties require the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lb.) items and occasionally very heavy (100 lb. or over) items; Also involves frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools, shop equipment, multiple controls, and fine adjustments; Task requires both indoor and outdoor work, including frequent exposure to adverse environmental conditions; Perceptual demands for discrimination of color, sound, odor, form, and texture; Post-job offer medical exam will be required.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.