HVAC Technician
Facilities Department

Stephens College seeks a full-time HVAC Technician to operate and maintain the heating, ventilation, air conditioning and refrigeration equipment for college buildings and equipment. To perform other duties related to repairs and mechanical maintenance.

This position is subject to on-call rotation and call-back to perform emergency repairs.

Responsibilities:

1. Maintains the air conditioning units, heating units, ventilation systems, air handlers, pumps, refrigeration units, coolers and other related equipment by:
   - installing, replacing, diagnosing, repairing and maintaining equipment.
   - cleaning coils.
   - installing, setting and repairing thermostats.
   - reading thermometers and gauges.
   - setting and repairing pneumatic, electrical and computer controls.
   - changing filters.
   - lubricating compressors, motors and other moving parts.
   - aligning motors and parts.
   - replacing belts.
   - repairing leaks.
   - testing/measuring units to ensure safe and efficient operation.
   - draining systems as needed.
   - replacing refrigerant as needed.
   - periodically inspecting and operating units to determine proper function.
   - cleaning fans and setting fan speed.
   - logging maintenance performed.

2. Maintains specialized dining service equipment such as ice machine, slicer, mixer, dish machine, disposals, pot washer and fan units by:
   - inspecting to determine if equipment functioning properly.
   - repairing, replacing and maintaining equipment and parts.
   - replacing belts.
   - lubricating motors and other moving parts.
   - changing filters.
   - logging maintenance performed.

3. Provides HVAC-related input on renovation projects as well as new installations.

4. Assists with other mechanical shop jobs and projects as assigned, including but not limited to installing, renovating and maintaining mechanical systems such as HVAC, boiler systems, plumbing, sewer, drainage, electrical, lighting, fire safety, commercial kitchen equipment, appliances and swimming pool.
5. Notes any unsafe conditions and either corrects the problem or notifies the supervisor of the need to correct the problem. Maintains communications with supervisors regarding faulty equipment or fixture deficiencies.

6. Records name, completion date and time, and description of parts used on work orders.

7. Completes job estimates and purchase order requests as required.

8. Maintains appearance of HVAC-related equipment rooms.

9. Maintains mechanical shop equipment assigned by following operating, storage and cleaning procedures and notifying supervisor of problems as they occur.

10. Performs special tasks and provides support for special events as assigned by the Mechanical Shop Supervisor or Facilities Services Operations Manager in support of the goals and objectives of the college.

11. Follows safety procedures.

12. Completes performance review process with supervisor/employees to understand job performance expectations and how they fit into the department and college goals.

14. Communicates openly and recognizes contributions of co-workers and supervisor. Maintains positive, professional working relationship with management and co-workers.

15. Pursues professional development to maintain license for handling government-regulated refrigerants and to keep pace with demands for services and information, including maintaining up to date information about the department and the college.

16. Other duties as assigned.

**Education/Skill Requirements:**

- High school diploma or GED with 3-5 years relevant HVAC experience.
- Current license for handling government-regulated refrigerants.
- Ability to read and interpret diagrams and equipment operation manuals.
- Ability to read and understand written instructions and product labels.
- Ability to use power and hand tools.
- Knowledge of OSHA and EPA requirements.
- Ability to perform basic math.
- Ability to complete work independently.
- Must possess valid driver license and meet and maintain Stephens Driver Qualification and Vehicle Safety Policy.

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.*
To Apply: Qualified applicants should submit complete an on-line Stephens College application.

The successful candidate must pass a college background check.

EOE A diverse community on campus is valued

Smoke Free Campus