

Job Title

Facilities HVAC Mechanic

Status

Non-exempt

Job Objective:

To assist the Facilities Department to care for the physical needs and goals of the university community as they relate to building use and up-keep.

Job Responsibilities:

1. Carryout all assigned work.
2. Complete all HVAC work and projects as prescribed by the Facilities Operations Manager.
3. Practice and know safe tool and equipment handling procedures used in HVAC work.
4. Maintain a clean and safe work environment.
5. Maintain and repair HVAC equipment.
6. Install and oversee the installation of HVAC equipment.
7. Maintain accurate records of HVAC products and equipment.
8. Respond to calls 24 hours a day.
9. Work to keep all systems in compliance with local, state and national codes.
10. Practice and know proper use of measuring tools along with working knowledge of how to read basic blue prints.
11. Do work from a basic understanding of related work trades such as; carpentry, plumbing electrical, drywall finishing, and painting.
12. Clean and maintain all tools used to complete assignments.
13. Wear appropriate safety equipment and attire for assignments.
14. Maintain a current New York State driver's license.
15. Lift, stoop and bend with objects that weigh up to seventy-five pounds
16. Perform other duties as assigned.

The approved rate of pay for this position is \$30.00-\$33.00/hr.

Preparation and Training

High school diploma or equivalent, Training in the HVAC trade is preferred.

Consequence of Error

The upkeep of facilities and the presentation of campus buildings will be greatly depreciated. The facilities department will not be able to meet the on-going request of the university community

Level of Supervision

The Facilities Operations Manager will oversee all work. Work will be assigned by work orders and project authorization forms.

Directs Work of Others and/or # of Employees Supervised

The HVAC Mechanic will oversee student workers as assigned.

Experience

Five years of experience in a related field. Experience in rough and finish HVAC working knowledge the trade codes. Experience in customer service is a plus

Confidential Data

This position has access to all areas of the university campus and is expected to act professionally. Failure to act appropriately will be grounds for immediate dismissal.

Mental/Visual Demand and Physical Effort

Facilities HVAC Mechanic must be self-motivated and proactive. The ability to repetitively lift, bend and carry items that way up to 75 pounds.

Environment

This position requires an individual to moving in and out of buildings. Interruptions are a part of a normal day; the mechanic must be flexible to meet the demands of the day. Facilities HVAC Mechanic must be conscious of gender issues when working in and outside of student housing