

GORDON COLLEGE

Position Description

Title: HVAC Technician

Function: Under the supervision of the Electrical/Mechanical Supervisor and Director of Facilities, performs and supervises a variety of duties of installation, repair, and preventative maintenance of HVAC and Digital Control Systems around campus.

Description of Duties and Tasks:

Essential Responsibilities:

1. Repairs and replaces various valves, bearings, belts, motors, traps, and mechanical fixtures according to standards of the trade and requirements of the Physical Plant Department.
2. Maintains HVAC systems, including inspection, adjustment, and cleaning of filters as part of the preventative maintenance program.
3. Monitors Direct Digital Control systems and makes adjustments as needed.
4. Reduces energy use and implements energy conservation techniques.
5. Reports weaknesses in HVAC, pumping, and sewerage systems to avoid interruption of service and major breakdowns.
6. Maintains boiler and associated equipment in safe operating condition.
7. Troubleshoots heating and cooling system problems and restores the system to a safe operating level.
8. Acts as the backup plumber when needed.
9. Assures careful observation of sound safety practices; demonstrates continuing concern for the safety of others.
10. Exercises control and responsibility for the tools of the Physical Plant Department.
11. Calls and works with vendors to arrange service for warranted parts, select appropriate replacement parts, and troubleshoot problems.
12. Assists in planning the HVAC of new construction projects.

13. Responds to and updates the Physical Plant work order system for HVAC requests.
14. Swiftly responds to campus requests regarding issues or malfunctions of appliances and provides repair options, estimates, and timeframes to customers through the work order system or email.
15. Maintains records of campus appliances repaired and/or replaced and appliance inventory.

Additional Responsibilities:

1. Performs additional duties as appropriate or assigned.

Required Knowledge, Skills, and Abilities

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must have a valid HVAC license and have or be able to obtain an EPA Freon certification.
2. Strives to be a thoughtful and wise steward of department budget, looks for ways to be creative for potential savings while balancing and accomplishing necessary projects.
3. Committed to the well-being of fellow employees and students, shows genuine interest and takes initiative to demonstrate care and concern for one another.
4. Knowledge of the theory and operation of heating, ventilation, and air conditioning systems and associated electrical equipment.
5. Must have a valid HVAC license and have or be able to obtain an EPA Freon certification.
6. Must have a basic understanding of electrical systems.
7. Must have basic computer software and hardware skills and understanding of IP-based networking.
8. Basic plumbing skills.
9. Must possess a broad range of skills in the use of various mechanical tools and possess technical experience.

10. Read blueprints, piping, and wiring diagrams.
11. Knowledge and ability to repair appliances.
12. Must have a valid driver's license.
13. Must be able to climb stairs and ladders.
14. Responds to emergency calls during non-working hours with appropriate instructions or visits to the site.
15. Ability to handle several different tasks at once.
16. Must be able to work well with others.

Position Code: PLT-HVAC-1

Grade: 3

FLSA Status: Non-exempt

In our Christ-centered community, faculty and staff affirm the College's Statement of Faith as an expression of their own theological convictions and agree to work within Gordon's community standards in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the Shalom Statement, which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.