

HVAC Certified Technician

Classification	Full-Time Non-Exempt (Gr 29)
Department	Facilities
Reports To	Assistant Director of Facilities
Work Schedule:	Tuesday-Saturday 4:00pm-12:30am. Overtime as needed required. Work schedule subject to change depending on the needs of the college.

Job Function

Responsible for the upkeep, maintenance, and repair of all HVAC equipment and machinery on Campus, which includes all heating, ventilation, and air conditioning systems.

Essential Elements

1. Must be HVAC certified, type I and II.
2. Responsible for service, maintenance, repair, and replacement of domestic and commercial heating and ventilation systems and auxiliary components.
3. Service, maintain, repair, and install air handling equipment, such as univents, fan coil units, exhaust fans, make-up air fans, unit heaters, air handling units for single and multiple zones to include lubrication, filter and coil cleaning, changing belts, bearing cages and blading, installation and adjustment of pulleys.
4. Operate, schedule and maintain chilled water-cooling systems.
5. Clean, adjust and maintain equipment such as, but not limited to, chillers, pumps, sumps, valves, traps, piping, hot water heaters, refrigerated food service equipment, and heat exchangers.
6. Adjust and maintain building automation control systems and fire alarm systems.
7. Analyze and troubleshoot building environmental control problems including but not limited to temperature, humidity, static pressure, cfm air flow, general air quality and comfort.
8. Adjust building and room temperature controls to maintain prescribed temperature.
9. Operate motor vehicles as required.
10. Work with maintenance crews when emergency situations arise and will share the mechanic on-call duties on a 7 x24 hour rotating schedule.
11. Assist in setting up for various college functions.
12. Appropriate use and management of a personal King's College email account.
13. Use and management of a personal King's College Web Advisor account.

Non-Essential Elements

1. Performs other duties as assigned.

Required Skills, Training, and Experience

This person must have the knowledge and ability to safely perform work with high and low voltage electricity, low pressure boilers, fire alarm systems, HVAC equipment, Metasys building automation system and energy management equipment. High School Diploma, Technical Diploma, and/or Trade School, and have at least 5 years' experience in the HVAC trade. Must have the ability to understand and follow oral and/or written directions. Ability to work from construction drawings, sketches, schematics, and various control diagrams.

Must have the ability to read and write, get along with others, thoroughness, dependability, strong focus on safety compliance, cleanliness.

Physical Demands

Some duties require lifting, bending, climbing steps and working from ladders. This person must be able to lift 50 to 75 lbs. on a regular basis.

Internal applicants, please submit applications to hrjobs@kings.edu by 8/17/2022.