

HVAC Certified Technician

Classification	Non-Exempt, Full-Time
Department/Division	Facilities Management/Business Affairs
Reports To	Assistant Director of Facilities
Shift	Sunday-Thursday 8:00am-4:30pm

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

Kings' College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

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.
14. Position is classified as an essential services role. Incumbent must report to work during campus closures to ensure campus-wide facilities services are provided for the college community. Also serves on a 7x24 rotating on-call schedule responding to various campus emergencies.
15. Provides snow and ice removal services in response to inclement weather events.
16. Other duties as assigned.

Required Skills, Training, and Experience

1. 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.
2. High School Diploma, Technical Diploma, and/or Trade School, and have at least 5 years' experience in the HVAC trade.
3. Must have the ability to understand and follow oral and/or written directions.
4. Ability to work from construction drawings, sketches, schematics, and various control diagrams.
5. Must have the ability to read and write, get along with others, thoroughness, dependability, strong focus on safety compliance, cleanliness.

Physical Conditions

1. Ability to stand, walk, sit, bend, squat, climb, and use arm and hand movements.
2. Ability to carry tools and to handle materials and equipment of 50 to 100 pounds on regular basis.
3. Ability to work at heights on aerial lifts, scaffolding, stepladders and/or extensions ladders.
4. Some duties require lifting, bending, climbing steps, and working from ladders.
5. Ability to work outdoors during inclement weather conditions which include extreme temperatures, high winds, and other harsh climate conditions.

Internal applicants please submit your resume to hrjobs@kings.edu by May 13, 2023.

Interested applicants please send cover letter and resume to hrjobs@kings.edu