



Bluefield State University

Job Vacancy Announcement

HVAC Technician

POSITION TITLE: HVAC Technician

JVA #: 2022-15

DEPARTMENT: Physical Plant/Maintenance Department

POSITION SUMMARY: Under general supervision, the **HVAC Technician** performs work in the operation and maintenance of heating, ventilation and air conditioning (HVAC) equipment and energy monitoring systems and equipment. Monitors HVAC and energy management systems by computer; checks temperature and environmental data; makes system adjustments. Conducts building inspections to ensure adequate heating, cooling, humidifying, dehumidifying and circulation in buildings. Availability required for emergency situations on a 24/7 basis. Adheres to federal and state regulations relating to refrigeration and/or HVAC operation and maintenance. With proper training, may be required to work in asbestos or in other hazardous environmental conditions. Performs related work as required.

POSITION CLASSIFICATION/ COMPENSATION: Position is Full-time, Classified, is a Pay Grade 4, and carries a Non-exempt status under the Fair Labor Standards Act. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Installs, operates, maintains, and repairs building HVAC equipment; accesses automated HVAC and energy management systems via computer or on-site; monitors systems operation and makes adjustments to correct deficiencies when discovered.
- Performs routine and preventive maintenance to ensure ongoing functioning of HVAC systems; repairs heating and air conditioning systems and/or components.
- Oversees and/or may maintain operating and maintenance records; and trains maintenance staff on preventive maintenance for HVAC and energy management systems.
- Records data such as temperature, hours of operation and fuel consumed; maintains necessary materials and time-man-hour accounting records of work performed; enters information on time card and job/work order.
- Makes regular and special inspections of systems and operating infrastructure to ensure the highest possible energy efficiency and maximum life-cycle of equipment.
- Recommends methods for increasing energy efficiency.

- Practices safety techniques and procedures on the job and in the shop to prevent fires and provide safety for self and others in the area; applies knowledge of the trade, safety standards, signs, barricades and safety equipment (glasses, shoes, belts and masks).
- Performs emergency repairs and system maintenance work during or after hours to resolve immediate safety concerns.
- May assist with the development of technical sections for requests for proposals (RFPs) related to HVAC and energy management systems.
- May order parts and materials necessary for installation, preventive maintenance, and repair of equipment after consulting Supervisor.
- May supervise maintenance staff and contractors on a project basis.
- Keep Supervisor apprised of HVAC systems condition in a timely manner. Reports to and discusses with supervisor possible preventative maintenance plans from observation of relevant equipment in an effort to prevent costly future repairs.
- May perform walk through during extended winter break.
- Serves as back up to supervisor and other maintenance staff as may be necessary on an ad hoc basis. During times such as but not limited to planned or unplanned employee absences, employee turnover due to resignations and/or retirements, or other situations in which back up to the supervisor or other maintenance staff would become necessary.
- Responds to emergency calls such as fire alarms, power outages, storm damage, hazardous material emergencies.
- May perform snow and ice removal from campus building perimeters, parking lots and sidewalks.
- Responds when called during off hours (nights, weekends, holidays and closings) to cover additional emergencies, such as water/sewer cleanup at night, snow removal from roadways, parking lots, sidewalks, and stairs; or other water and/or wind damage.
- Perform other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: Requires a high school diploma or GED. Requires at least five years of directly related paid experience installing and maintaining building heating, ventilation and air conditioning equipment. Possession of a certificate of training related to the use of air conditioning refrigerants - Clean Air Act of 1990, Section 608 **AND** Possession of a Journeyman Electrician License and/or Specialty Electrical license for HVAC required. Knowledge of: the equipment, methods, practices and materials used in HVAC and energy management systems operation and maintenance; the computer controls, functions and technical adjustments pertaining to HVAC and energy management systems; the occupational hazards and safety precautions related with HVAC systems operation and maintenance; of federal and state laws related to refrigeration and/or HVAC operation and maintenance; and math functions. Ability to: troubleshoot HVAC systems and equipment and take corrective actions; read and interpret HVAC and energy management system blueprints and operating diagrams; ability to communicate effectively, both orally and in writing; and establish and maintain effective working relationships. Must be able to work weekends, nights, and holidays in response to occasional emergency situations. Must maintain a valid U. S. Driver's License.

THE UNIVERSITY: The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed

citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at www.bluefieldstate.edu

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position (please detail sport specific experience);
2. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>; Please indicate trades-related licensure information on the BSU application);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. Bluefield State University does not provide H1B visa or employment sponsorship.

DATE POSTED: July 22, 2022

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Monday, August 8, 2022. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The University complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide H1B visa or employment sponsorship.