

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

January 5, 2021

JOB TITLE: HVAC/Electrical Technician

REPORTS TO: Director of Facilities Services

DEPARTMENT: Facilities Services

Job Summary: The Heating, Ventilation and Air-Conditioning (HVAC)/Electrical Technician specializes in the systems that control interior climates, electrical distribution network and manages the electrical components of all campus systems. The primary responsibility is to ensure the safety and comfort for all faculty, staff, students and visitors on campus and maintain the physical plant so it is in proper working condition. Duties include perform routine maintenance, diagnostic and repair work on campus heating, ventilation, air-conditioning and refrigeration equipment. Perform repairs and new installation of single and three phase low to 480 volt electrical distribution systems. Diagnose and repair college owned equipment; make recommendations for equipment replacement as well as energy conservation. Perform daily, weekly, and monthly maintenance check of buildings and facilities. Respond to requests for emergency repairs or hazard remediation. Accomplish all related tasks following standards as set forth by Hilbert College, local, state, and federal regulatory agencies. Assume the duties and responsibilities of Facilities Services Maintenance and Custodial Staff. Maintain a clean environment throughout campus. Order and request supplies through the Director of Facilities Services. Work cooperatively with other members of the Facilities Services Department as well as faculty and staff. Coordinate work with the needs of other departments.

Requirements/Qualifications: EPA Refrigerant Certification. 2 years' experience in a related field. Valid driver's license. Certification from an established HVAC or Electrical program preferred. High School education or equivalent. Working knowledge of a wide range of HVAC systems as well as tools and equipment needed to maintain and repair. Must be able to read and interpret schematic diagrams. Must have troubleshooting and diagnostic skills. Fundamental knowledge of power tools. Must be able to follow oral and written instructions. Must be able to meet the physical demands of the job including: moving objects, working in cramped quarters, standing, walking, stooping, kneeling, bending, climbing inside and outside of building and working in both hot and cold environments to accomplish tasks. Must be able to lift 60 lbs. within the scope of the work environment. Able to work independently without constant supervision.

Interested candidates should submit a cover letter, resume and contact information for three professional references to:

Maura A. Flynn, Director of Human Resources
jobs@hilbert.edu

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