Position Title: HVAC Specialist

Purpose of Position: Repair and maintain HVAC systems in buildings across campus.

Classification: Plant Department – HVAC Specialist

Education: High School Diploma

Supervision Received: General direction; reports to Facilities Director

Certifications: HVAC Journeyman, fork truck license

Work Schedule: Full-time; year-round; Sunday-Thursday 7:00 a.m. – 3:30 p.m.; some evening and weekend work may be required.

Rate of Pay: $26.02

FLSA Classification: Non-Exempt

Example of Duties:
- Repair, maintain, alter, install and operate air delivery equipment, support components and associated control systems
- Repair, maintain, alter and install heating and ventilating units, steam absorption systems, and mechanical refrigeration systems
- Inspect, install, and repair piping fixtures and equipment traps, valves, pumps, air compressors, sterilizers, hot water heaters, stills, and expansion joints
- Work on control systems and components associated with HVAC delivery systems and water treatment for various types of closed and open systems
- Cut, thread, and bend pipe using a variety of tools
- Test equipment for leaks and proper function and make corrections where necessary
- Perform other duties as assigned

Minimum requirements:
- High school diploma, valid operator’s and fork truck license, and an HVAC Journeyman certificate
- Minimum of 3 years’ experience working with HVAC equipment and components
- Must be able to read and follow blueprints and possess basic computer skills
- Considerable knowledge of the methods, materials, tools, equipment, occupational hazards, and safety precautions of the trade as well as knowledge of the applicable building codes and regulations
- Must be able to frequently lift up to 75 pounds, must be able to climb and work from ladders and scaffolding; must also be able to lift, bend, stand, and use arms and hands; must be able to work outdoors in a variety of weather conditions.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:
Knowledge of campus layout and buildings is preferred as is knowledge of College policies and procedures. The successful candidate will possess the ability to establish priorities and work well under pressures to meet deadlines, and will work independently and proceed with objectives with limited supervision. Preference will also be given to candidates who are self-motivated, reliable, flexible and able to adapt to changes.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter and resume to the Facilities Director, Chris Stiver at cstiver@adrian.edu.