## JOB TITLE: HVACR Technician

## JOB CODE: Hourly

Department Name: Facilities
Reports To: Maintenance Manager
Location: All Campus Locations

EX/NE: Non - Exempt
Pay: Grade Skilled Trades, Per ESPA Agreement
Last Revised: June 2023

## POSITION SUMMARY:

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

This position is responsible for ensuring that all college heating, ventilation, air conditioning, and refrigeration systems are operating properly and ensuring that the buildings and grounds are safe, and well serviced, and that appropriate preventative maintenance occurs. This individual responds to emergency situations as they arise, and may be called in for emergency and weather-related needs.

## ESSENTIAL JOB FUNCTIONS:

1. Perform installations, repairs and maintenance on a variety of HVACR equipment including chiller systems, refrigeration, air conditioning, electric motors, heating units, heat pumps, hermetic compressors, commercial furnaces, boilers, burners, intake an exhaust fans, economizers, humidifiers, semi-hermetic compressors, split systems, flame safeguard controls, air compressors, air driers, etc.

2. Analyze, plan, and perform preventive/corrective maintenance of HVACR systems throughout campuses.

3. Use building automation systems to monitor, control, and diagnose issues surrounding the HVAC/R, plumbing, and electrical systems at all College sites. Repair and make appropriate modifications to HVACR, plumbing, and electrical systems and controls.

4. Adhere to all state and federal regulatory codes, laws, and statutes, and maintain records as required by regulatory agencies.

5. Manage parts/materials inventory for HVACR initiatives.

6. Develop and maintain effective working relationships with college employees, vendors and contractors, and the general public.

7. Manage and delegate work and identify appropriate training within the HVACR area, under the direction of the Maintenance Manager and/or the Director of Facilities.

8. Perform inspections and repairs of life safety systems.

9. Complete work orders as assigned, including timely response to requests for routine and emergency maintenance issues.

10. Operates equipment (forklift, loader, dump truck, snowplow, lawn mower) necessary to perform maintenance functions, participating in snow removal and lawn maintenance operations as requested

11. Identifies areas in need of repair or improvement and participates and/or ensures repair and installation work is completed. Maintains records on all mechanical equipment, inspection, and repairs.

12. Uses appropriate safety protocols.

13. Performs other duties as assigned, including emergency call-ins.

14. Attends and participates in departmental meetings, and internal committee/task force meetings as assigned.

## BACKGROUND AND JOB REQUIREMENTS:

**Knowledge, Skills, Abilities:**

- Experience in commercial facilities maintenance.
- Ability to: recognize and locate conditions that require repair or maintenance, maintain records, read and interpret schematics, read and apply operating/repair instructions and contract provisions, explain technical information to others, learn and apply principles and practices of contract administration, and general computer proficiency.
- Knowledge of methods, tools, and equipment used in the repair of heating and air conditioning equipment in buildings and structures; the operating principles of heating, air conditioning, refrigeration, electrical 0 to 600 volts, and plumbing equipment; computerized energy management software; basic arithmetic; work safety practices related to operations.
- Ability to obtain: A21 Certification for handling refrigeration in accordance with EPA regulations.
- Experience in operating heavy equipment such as forklifts, snowplows, dump trucks, and loaders preferred.
- Ability to plan and carry out work independently with limited supervision.
- Ability to follow written and verbal instructions.
- Strong time management skills.
- Ability to clearly communicate effectively, both verbally and in writing with all personnel and the public.
- Experience operating specialized equipment such as snow removal equipment, dump trucks, tractors, fork trucks, and lifts.
- Proper use of a variety of electrical and hand tools.

**Education, Certification, Licensure:**

- EPA 608 Universal Certification required
- HVACR Certification Preferred
- Associate's degree or Journeyman's license preferred

**Experience:**

- 3-5 years of experience as an HVACR Technician required.
- Commercial or institutional facilities experience required.

## WORKING ENVIRONMENT:

- The job responsibilities of this position are performed in an office building environment relevant to higher education and programs offered (i.e., automotive lab, welding lab, machine/plastics manufacturing, etc.)
- Proper PPE will be provided by the College in accordance MIOSHA standards.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent atmosphere without close direct supervision.

- The job requires continuous physical exertion, such as walking, standing, sitting, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 75 pounds).
- Moderate discomfort due to heat, dust and noise may occur.
- Work is frequently deadline oriented, and can include multiple demands.
- Typical work schedule is 1st Shift with varying start/end times between 7:00am – 4:30pm with flexible or extended hours as approved by the Maintenance Manager.

***Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.***

Employee Signature: _____

Date: _____