

ROBERTS WESLEYAN UNIVERSITY

Job Description

Job Title

HVAC Mechanic III

Department

Facilities Department

Reports To

Director of Campus Safety

Updated

Feb 2025

Status

Non-exempt

Job Objective:

To care for the physical needs and goals of the university as they relate to MEP building trades and equipment use and maintenance.

Job Responsibilities:

1. Troubleshooting, repair and maintenance of HVAC equipment.
2. Perform preventive maintenance on HVAC and equipment.
3. Interact and adjust building management systems
4. Inspect machinery in operation to assure proper functioning, including checking pressures and temperatures.
5. Perform repairs as required on boilers, chillers, cooling towers, heat pumps, packaged AC
6. Record accurate data of HVAC preventive maintenance.
7. Respond to calls 24 hours a day when on call.
8. Other duties as assigned

Job Knowledge:

1. Practice and know safe tool and equipment handling procedures used in HVAC, and electrical work.
2. A working knowledge of Building Management System
3. Troubleshooting of control and equipment problems.
3. Maintain a clean and safe work environment.
4. Work to keep all systems in compliance with local, state and national codes
5. Practice and know proper use of measuring tools along with working knowledge of how to read basic blue prints.
6. Do work from a basic understanding of related trades.
7. Clean and prepare area for use upon the completion of the assignment.
8. Ability to work effectively in a service oriented environment subject to frequently changing priorities.
9. Wear appropriate PPE and attire for assignments.
10. Customer Service focus
11. Maintain a current New York State driver's license & clean driving record.

12. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting. Lift, stoop and bend with objects that weigh up to seventy five pounds

The approved rate of pay for this position is \$30.00 - \$33.00/hr

Preparation and Training

1. High school graduation and ten years of experience as a commercial HVAC maintenance or service mechanic
2. Mechanical aptitude is required.
3. Knowledge of heating, ventilation, and air-conditioning machinery, BMS and components .
4. Valid motor vehicle operator's license if required.

Consequence of Error

The upkeep of facilities and the presentation of campus buildings will be greatly depreciated. The facilities department will not be able to meet the ongoing request of the college community

Level of Supervision

The HVAC works in the MEP team members and is responsible all work as assigned by supervisor.

Directs Work of Others and/or # of Employees Supervised

Potential oversight of student workers as assigned.

Experience

Ten years of experience in troubleshooting, service & repair in commercial HVAC. Related field experience in plumbing and electrical tasks is a plus. Experience in customer service is a plus

Confidential Data

This position has access to all areas of the college campus and is expected to act professionally. Failure to act appropriately will be grounds for immediate dismissal.

Mental/Visual Demand and Physical Effort

Maintenance Mechanic must be self-motivated and proactive. The ability to repetitively lift, bend and carry items that way up to 75 pounds.

Environment

This position requires an individual to moving in and out of buildings. Interruptions are a part of a normal day; the mechanic must be flexible to meet the demands of the day. Facilities HVAC and Plumbing Mechanic must be conscious of gender issues when working in and outside of student housing