INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Maintenance I/HVAC Technician

LOCATION: Main Campus – Fort Pierce

CLASSIFICATION: Full-Time Support

SUPERVISORY: No

FLSA STATUS: Non-Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- Proven documented work experience and knowledge in HVAC maintenance and troubleshooting;
- Knowledge and maintenance experience with the following components of HVAC is essential: various types of chillers, digital controls, and pneumatic controls, motor controls and speed drives, cooling towers, chilled water loop systems and chemical treatment, chilled and hot water pumps, ice machines, coolers and refrigeration equipment, hot water boilers and air compressors with a basic understanding of electrical service and wiring;
- EPA Refrigerant Transition and Recovery Certification;
- Ability to understand and follow verbal and written instructions;
- Ability to work independently as well as with others and be self-motivated;
- Ability to relate to co-workers, College employees, and students, sometimes under stressful conditions, is essential;
- Knowledge of the proper and safe use of maintenance tools and equipment;
- Valid Florida Driver’s License;
- Preference shall be given to the following:
  - Associate’s degree or a two-year Technical/Trade School specializing in HVAC;
  - Five (5) years of documented recent work experience in the HVAC field.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Completing HVAC system maintenance and repairs;
- Maintaining service records on all work performed;
- Responsible for working on other maintenance jobs and other areas requiring maintenance as College activities and priorities may require;
- Must understand and follow safe work procedures and techniques.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific responsibilities for this position include, but are not limited to:

1. Completing HVAC system maintenance and repairs to include changing filters; calibrating thermostats;
2. Replacing motors, pumps and compressors;
3. Repairing grills and ducts;
4. Changing belts and pulleys;
5. Repairing air control components and electrical components;
6. Performing routine and preventative maintenance tasks as well as troubleshooting HVAC system malfunctions;
SPECIFIC DUTIES AND RESPONSIBILITIES (Cont.):

7. Additional duties include setting up chairs and tables for all classes and special events; offering suggestions for improvement of Campus maintenance;
8. Performing other duties and responsibilities as assigned;
9. Weekend hours may be required.

PHYSICAL REQUIREMENTS:

This position requires an ability to work in confined spaces above ceilings, sit, stand, walk, bend, lift, reach up, stoop, have the physical capacity of heavy lifting, and carry items occasionally in excess of fifty (50) pounds. This position also requires the ability to use ladders and other equipment. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

Applicant/Employee Printed Name                        Applicant/Employee Signature                        Date