



## Job Description

Job Title: Maintenance Technician - HVAC

FLSA Status: Non-exempt

Grade: 7 | \$20.60-\$28.84 DOE

Department: Facilities

Reports to: Maintenance Supervisor

## Job Summary

This position operates and maintains the HVAC systems including the general maintenance of the College facilities and equipment with a heavy emphasis on heating and cooling. The HVAC Technician performs Journeyman level HVAC work required to inspect, repair and maintain College water, gas, drainage, utility, heating and cooling systems. This position requires knowledge of various Building Automated Systems (BAS) programs and maintenance functions associated with Boiler & Chiller Plant Operations. This includes but not limited to Chilled Water operations and analysis, Boiler Plant Operations and analysis, electrical, plumbing, heating, air conditioning and ventilation. This position requires operations of Fire Life Safety systems, including riser diagrams, knowledge and maintenance of dry systems and Emergency Notification Systems.

**Essential Functions** *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- HVAC Maintenance: Perform routine HVAC maintenance tasks, including repairing and replacing electrical components, hydronic water treatment analysis and general HVAC services.
- Perform minor repair of college facilities.
- Perform preventative and emergency maintenance on college mechanical systems Campus.
- Perform custodial or grounds duties as required.
- Perform other related duties within area of responsibility.

**Minimum Qualifications** *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- High school diploma or GED equivalent.
- Possess a valid Class C driver's license.
- Technical or Vocational training in HVAC systems.
- 5 years of Industrial Maintenance (preferred).
- CFC (Universal) License.

- Proven OSHA completed coursework.
- Proven experience as an HVAC Tech or Maintenance Tech with a strong HVAC background.
- Knowledge of electrical systems, codes and safety regulations.
- Basic facility and equipment repair skills in at least three or more of the following areas: pneumatics, plumbing, electrical, HVAC & various BAS programs.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

## **Competencies for Successful Performance**

### **Knowledge of:**

- Architectural drawings and the ability to interpret and work off existing documents.
- Refrigeration cycle.
- Hydronic treatment programs.
- Various work order systems, preventative maintenance plans.
- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.

### **Ability to:**

- Understand and follow safety procedures.
- Conduct scheduled inspections and preventative maintenance on all campus wide systems including HVAC, Electrical, Plumbing and Fire Life Safety devices.
- Select appropriate materials based on application and amounts required.
- Care for the tools and equipment of the trade.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.

### **Skill in:**

- The ability to diagnose and trouble shoot electrical issues and implement effective solutions to resolve problems promptly and efficiently.
- Proactive maintenance operations.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.

## **Supervisory and Management Responsibility**

- None

**Physical Demands** *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- This position involves physical demands such as exerting up to 50 lbs. of force regularly.
- Regular use of ladders, some over 20'.
- Regular use of platform lifts.
- Regular work in severe weather.

## **How To Apply:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

## **Equal Opportunity and Affirmative Action Employer**

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [smoore@gillettecollege.org](mailto:smoore@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.