Saint Michael's College
Job Description

Job Title: Technical Trades Technician-Plumbing/HVAC

Department: Facilities

Supervisor or Manager: Supervisor of Technical Trades/Plumbing-HVAC and Associate Director of Facilities

Date Created: 12/13/05  Last Revised: 07/17/13  FLSA Status: NE

Approved by (print name): ________________________  Signature: __________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Campus Plumbing/HVAC systems are fully operational and Food Service equipment is fully functional
- Daily work orders are completed in a timely manner
- A comfortable environment for the campus is maintained
- 24/7 emergency response for Technical Trades is provided
- The installation of new or expansion of existing HVAC and Plumbing systems is recommended and implemented
- Inventory is maintained and purchases are made to ensure availability of stock
- Electrical Technicians have back up as needed/assigned

Essential Duties and Responsibilities:
- Maintains, repairs, and replaces:
  - equipment and systems such as fans, heat pumps, fan coil units, rooftop package air conditioning units, computer room cooling units, electronic and pneumatic modulating thermostats, humidistats, duct stats, and pressure/volume controls, window A/C units
  - potable and water systems made from metal or plastic, including piping and related supports, fixtures such as faucets and toilets, fittings, pumps, hot water tank, valves, meters, backflow preventers, control (e.g., regulators, and related equipment such as drinking fountains, hot water heaters, heat exchangers softeners, de-mineralizers, distillers, booster pumps and safety showers
  - low pressure boilers used for heating and cooling of air and their combustion and control systems
  - equipment related to heating and cooling, such as air compressors, air dryers, and associated controls
  - hot water, condenser and chilled water systems, including pumps, control valves, heat exchangers, cooling towers and related controls
  - air conditioning equipment of the reciprocating, centrifugal, and absorption types, including related electrical motors and their respective controls
  - sewage and storm water systems made from metal or plastic, including piping, vents, and required supports, for liquids such as sewage, storm runoff, acids, solvents, and other lab wastes; and including such equipment as dilution basins, grease traps, and neutralization tanks
  - commercial kitchen equipment and appliances such as ovens, coolers, dish machines, steamers, slicers, grills, hot wells, fryers, pizza ovens, etc.
  - appliances in student housing such as refrigerators, ranges and microwaves
  - sprinkler systems, including sprinkler heads, control valves, pumps and fixtures
  - fume hood components
- Operates and repairs energy management building system that controls heating and cooling systems
- Performs major component replacement work, monitors and adjusts system set points and output using remote computer links to the building’s programmable logic controls
- Interprets blueprints; works from sketches or verbal instructions
- Cross-trains other technicians in the department (Electricians) and receives training in their discipline
- Performs minor installation or modification of all plumbing and HVAC systems
- Assists with the maintenance and repair of fire alarm and electrical systems as needed
- Identifies deferred maintenance issues
• Implements a preventative maintenance for the shop

**Secondary Responsibilities:**
• Checks building fuel tank levels
• Keeps energy management printer functional
• Covers window A/C units in the winter
• Cleans facilities, equipment and work areas as required
• Performs daily testing of the pool and regular cleaning of the pool
• Repairs commercial laundry equipment
• Performs miscellaneous job-related duties as assigned

**Positions Supervised:**
• None

**Position’s Major Contacts:**
• Faculty/staff/students
• Priests
• Code Officials
• Visitors
• Food Service workers
• Vendors and sub-contractors

**Demonstrates Excellence in this Position:**
• Demonstrates superior knowledge of craft as evidenced by quality of work and understanding of campus systems
• Continues growth in position by mastering new job tasks as assigned
• Exhibits ease with and ability to work with a diverse community
• Pays careful attention to the details of a project, completes work on time, on budget and with customer satisfaction
• Achieves accreditation, certification and/or licensing in job-related fields such as Gas, Fire Alarm, Building Occupancy, HazMat, Pool and Generators
• Displays flexibility with work load and schedules

**Education and Work Experience Required:**
• High school diploma plus some post-secondary education, work experience, or specialized training

**Analytic Skills Required:**
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills Required:**
• Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills Required:**

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**Other:**
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Energy Management System- intermediate
School Dude- intermediate
Equipment Computer Systems(Boilers, Variable Frequency Drives)- highly proficient
Fire Alarms Systems- intermediate

**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*
- Journey level Vermont State Plumbing or Electrical License with Master preferred

**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Technical Trades Technician-Plumbing/HVAC, the employee is occasionally required to lift and/or move 26-50 pounds.

The physical demands described here 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 individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Availability for mandatory “on call” rotation to cover 24/7 emergency response and irregular hours
- May require use of personal vehicle
- Must be trained to work from the SMC Genie personnel lifts and the JLG boom lift; requires working at heights up to 60’
- Ability to tolerate a work environment involving exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment; exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, tight working spaces, and/or loud noises
- Capacity for considerable physical activity/work, which is primary part of the job
- Knowledge of federal, state, and local codes specific to the trade
- Ability to use meters, hand and power tools applicable to trade
- Must receive all mandatory training as required under State and Federal laws for the following:
  - Asbestos
  - Ergonomics
  - Personal Protective Equipment
  - Blood Borne Pathogens
  - Lock Out/Tag Out
  - Respiratory
  - HazCom
  - Confined Space
  - Universal Waste
  - Fire Extinguisher
  - Driver’s Training

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.