

Saint Michael's College
Job Description

Job Title: HVAC Technician

Department: Facilities – Technical Trades

Supervisor: Technical Trades Supervisor

Status: Full-time Regular

Hourly Range: \$28-\$32

FLSA: Non-Exempt

Date Created: 12/13/2005

Last Revised: 10/21/2025

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:

- Ensure all of campus systems are fully operational
- Maintain a comfortable, safe and efficient environment for the campus
- Provides 24/7 emergency response

Essential Duties and Responsibilities:

- Inspects, maintains, repairs, replaces and tests all HVAC systems and components throughout campus
- Coordinates annual inspections and repairs with contractors
- Plans and implements renovation/upgrade/repair projects
- Supports functionality of commercial kitchen equipment and appliances
- Addresses daily work orders
- Maintains and repairs appliances in student housing
- Participates in an on-call rotation for 1 week every 4-5 week
- Review, decline/approve and submit contractor invoices for payment
- Identifies deferred maintenance project for annual capital expenditure
- Implements a preventative maintenance plan
- Inventory is maintained and purchases are made to ensure availability of stock
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences.

Secondary Responsibilities:

- Assist other departments within Facilities as/when needed
- Cleans, maintains and organizes the shop
- Performs miscellaneous job-related duties as assigned

Positions Supervised:

- None

Major Contacts:

- All members of the Facilities Department
- Other members of the college community, including Edmundites, faculty, staff and students
- Contractors and vendors
- Campus visitors

Demonstrates Excellence:

- Demonstrates superior knowledge of craft as evidenced by quality of work and attention to detail
- Continues growth in position by mastering new job tasks as assigned
- Exhibits ease with and ability to work with a diverse community
- Displays flexibility with work load and schedules

Education and Work Experience:

- High school diploma plus some post-secondary education, work experience, or specialized training
- 5-7 years' as an HVAC Technician required

Licenses, Certifications and Other Requirements:

- Must have a valid driver's license and meet the driver's eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy
- EPA 608 certification preferred
- Natural Gas certification preferred
- Working knowledge of electrical and fire alarm systems

Analytic Skills:

- 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:

- Reads and understands basic instructions. Conversational skills including responding to supervisors and peers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills:

- Proficient with Building Management Systems
- Working knowledge of Microsoft Office products
- Working knowledge of web-based software
- Working knowledge of Adobe Acrobat

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
- 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, the employee is required to lift 26-50 pounds and may be occasionally required to lift and/or move over 100 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:

- May require use of personal vehicle at times
- 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
- Annual OSHA training to include but not limited to; HazCom, Lock Out/Tag Out, Confined spaces, Bloodborne pathogens
- Willingness to be trained to work from boom and scissor lifts

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.