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**JOB POSTING
OFFICE OF HUMAN RESOURCES
December 8, 2022**

POSITION: HVAC Technician/General Maintenance

DEPARTMENT: Facilities

REPORTS TO: Senior Plumber/HVAC Technician

DIVISION: Administrative Services

HOURS: Non-Exempt, Full-Time, 35 hours per week, Monday – Friday, 7:30 a.m. to 3:30 p.m.

General Description:

Primary:

Under the direction of the College's Senior Plumber/HVAC technician, inspect, maintain, repair or install heating, ventilating, cooling and refrigeration equipment normally required of the trade of commercial air conditioning mechanics, following recognized procedures and techniques for such work.

Secondary:

Under the direction of the General Maintenance Foreman, assist in the daily maintenance, repair or replacement of all facets of building and grounds maintenance.

Responsibilities:

Include, but are not limited to:

1. Inspect and operate air conditioning and refrigeration systems to determine that they are functioning properly.
2. Repair or replace air conditioning and refrigeration systems.
3. Complete preventative maintenance on cooling and refrigeration systems, such as lubricating, cleaning/changing filters, checking belts, etc.
4. Monitor comfort levels in buildings and adjust as needed using thermostats or Johnson Control Metasys System.
5. Document all preventative maintenance or repair work completed.
6. Assist with other maintenance duties as needed. This includes, but is not limited to, snow removal, lawn mowing, painting, minor repairs and other items as needed.
7. Assist in construction projects and renovations.
8. Assist in setups for events occurring on campus.
9. Wear appropriate personal safety equipment as required to safely complete duties/assignments.
10. Work within OSHA and any other Government regulatory guidelines.
11. Must be available to be on call weekends on a rotating schedule.
12. Complete all other duties as assigned.

Qualifications:

1. Graduate of a trade or vocational school.
2. Five (5) years of HVAC experience.
3. Must have refrigerant handling certification.
4. Must possess basic hand tools of the trade
5. Valid New York State Driver's License.

NOTE: Due to the driving/ travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release for a Motor Vehicle Report upon hire. This release will remain in effect through the duration of employment unless revoked in writing. Motor Vehicle Report checks are conducted annually by the College.

Physical Demands and Work Conditions:

1. Able to lift, carry, push, or pull a variety of tools, equipment and material in excess of 50 lbs.
2. Must be able to climb, balance, stoop, kneel and crouch to gain access to pipes, wiring and equipment.
3. Properly and safely use a variety of hand tools.
4. Good vision including, depth perception, color vision, etc.
5. Able to work in adverse conditions, such as heat, cold and wet.
6. Exposed to noise and vibrations from operating machinery

Safety Equipment:

Includes, but is not limited to:

1. Steel toed safety shoes or boots.
2. Eye protection (glasses or shield).
3. Hearing protection
4. Gloves (Rubber, leather, cut resistant, etc.)

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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