



HVAC Maintenance Specialist Job Description

Job Title: HVAC Maintenance Specialist
Job Class: Support
Department: Facilities and Maintenance
Reports To: Senior Maintenance Specialist
FLSA Status: Non-Exempt
Compease: Grade 9
Approved By: Vice President of Organizational Effectiveness
Approved Date: 10/5/21

I. Position Purpose

The HVAC Maintenance Specialist assists in maintaining the college's facilities. Maintenance functions may be in the fields of building, carpentry, electric, plumbing, with a focus on heating, ventilation, and air conditioning. The Specialist strives to create a safe and inviting atmosphere within the college's facilities to support and enhance student success.

II. Duties and Responsibilities

PERFORM SKILLED AND UNSKILLED TASKS: The HVAC Maintenance Specialist will perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of WSCC heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities; perform preventive maintenance and routine servicing of equipment; inspect, repair, modify and install HVAC equipment. The Specialist will perform daily preventative, predictive, and emergency maintenance tasks. The Specialist will assist in the installation, repair, replacement, adjustment and maintenance of all college facilities, systems, and equipment.

PURCHASE TOOLS, MATERIALS AND EQUIPMENT: The HVAC Maintenance Specialist, with approval of the Senior Maintenance Specialist, may purchase items as needed for specific jobs.

SUPPORT FACILITIES, CUSTODIAL, AND GROUNDS OPERATIONS: The HVAC Maintenance Specialist will assist with snow removal, tree removal, and other duties as assigned in coordination with the Director of Facilities and Maintenance.

PARTICIPATE IN ON-THE-JOB TRAINING: The HVAC Maintenance Specialist will actively participate in OJT as provided by supervisors or by classroom instruction.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: The HVAC Maintenance Specialist will demonstrate professionalism and provide quality customer service in accordance with the College's values. Additionally, the Specialist will maintain positive working relationships, make decisions, and solve problems. The Specialist will maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. The Specialist will also exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications - Education, Experience, and Skills

- Minimum of a High School diploma or equivalent.



- HVAC (NATE and EPA) certification required.
- Minimum of three years' experience performing HVAC work
- Minimum of twelve months of applicable technical training or work experience in a commercial, military, or industrial facility.
- Valid driver's license.
- Ability to travel throughout the grounds and facilities.
- Ability to perform duties in various locations, using simple and complex mechanical/electrical tools, in a demanding environment both inside and outside including confined spaces such as dropped ceiling, under desks, etc.
- Ability to lift 75 pounds and push/ pull up to 150 pounds.
- Ability to erect, climb, and work from scaffolding, portable platforms, and ladders up to a height of 40'.
- Ability to perform while using applicable safety and personal protective equipment.
- Forklift certification, preferred.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).