

Classification Specification: Senior HVAC Technician

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| Classification Number: | 52302 | Pay Grade: | 32 |
| Effective Date: | October 2022 | Current Exemption Status: | Non-Exempt |

Position Summary

Under general supervision from the MEP Superintendent, the Senior HVAC Technician is responsible for maintaining heating, ventilating, refrigeration, and cooling equipment.

Essential/Primary Duties

- Maintain and repair air conditioning, refrigeration, and chiller plants including pump distribution; chillers; cooling towers; condenser water systems; water treatment; refrigerant flow devices; control systems; fan systems, and terminal equipment.
- Plan, implement, and perform preventive maintenance on equipment per the manufacture specifications.
- Read and interpret sketches, blueprints, and layouts, determine amount of material and time involved; make cost estimates, work orders, inventory lists and project reports/records.
- May be required to serve as a lead worker and/or supervise, instruct and train semi-skilled and HVAC Technician workers and trades people; assist supervisor in allocating work assignments; reviewing and evaluating work performance in training new personnel; coordinate work with other trades.
- Troubleshoots, installs HVAC equipment and BAS control systems by researching and evaluating conditions, advising supervisor, and recommending actions
- Responds to after-hours emergencies; works during inclement weather; and works to support various events on campus during non-business hours
- Assist in procuring parts and/or services for maintenance or replacement of HVAC & related equipment; demonstrate proficiency in using a computer maintenance management system (CMMS) to enter service request.
- Performs related duties based on departmental need

Experience:

- Minimum of five years' experience as a journeyman level HVAC Technician

Education:

- High school diploma or GED required
- EPA refrigeration certificate
- Successful completion of a trades certification or apprenticeship program as a journeyman HVAC Technician
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is generally performed in a well-lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

Essential Competencies

- Knowledge of basic science, math, and scientific methods
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to draft office correspondence
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to read and understand blue prints and schematics

Supervisory Responsibility

Serve as a lead worker and may provide direction to other skilled trades.