



## NOTICE OF VACANCY

### *HVAC Maintenance Technician*

**Reports To:** Director of Facilities Management

#### **Job Summary**

Responsible for planning, organizing, and performing maintenance, repair, and inspections on HVAC, Electrical, and Plumbing Systems so that buildings are kept in a safe and well maintained state in order to minimize problems and interruptions to the educational process.

#### **Essential Duties and Responsibilities:**

- Repair, maintain, alter, install and operate air delivery equipment, support components, heating and ventilating units which include heating and cooling coils, preheaters and dampers, and associated control systems.
- Work on traditional and computerized control systems and components associated with HVAC delivery systems.
- Work on water treatment for various types of closed and open systems.
- Cut, thread, and bend pipe, using hacksaw, pipe cutters, cutting torch, threading machine, and pipe bending machine.
- Check assigned buildings and units' heating and refrigeration systems daily and maintain equipment rooms.
- Operate, maintain, alter, and install mechanical refrigeration systems.
- Inspect, install, routine troubleshooting and repair piping fixtures and equipment including hand valves, relief valves, pressure-reducing valves, lift pumps, vacuum pumps, circulating pumps, sump pumps, air compressors, hot water heaters and expansion joints.
- Lubricate fans, motors, and pumps, change filters and belts, and adjust controls.
- Test equipment for leaks and make corrections, where necessary.
- Check gauges and make inspections for preventive maintenance on all HVAC equipment.
- Monitor and clean boiler system to maintain proper water temperature.
- Erect and work from ladders, scaffolding, boom trucks, and similar devices.
- Recommend requisition materials and parts.
- Interpret blueprints, sketches, and read schematic wiring diagrams.
- Perform various refrigeration, plumbing and heating-related duties assemble and lay pipe; assist in the installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; diagnose and repair electronic ignition systems for heaters, furnaces and hot water boilers.
- Replace lighting ballasts and bulbs on lighting fixtures; replace breakers, run electrical conduit, make necessary electrical repairs.
- Install flush valves, faucets; solder copper tubing, and other plumbing related repairs.
- Change-out or repair PTAC units for dormitories.
- Provide technical support to other trades during special event setups.
- Troubleshoot and repair Variable Refrigerant Flow (VRF) systems.
- Responds to emergency calls after hours as needed
- Performs other duties as directed by the Director of Facility Management.

## **QUALIFICATIONS**

Applicant should possess an Associate Degree in HVAC Technology or equivalent

Applicant should possess Five (5) years of experience in Mechanical Trades

Applicant should possess a Proper Refrigerant Usage Certificate

Applicant should be skilled in the use of tools, equipment and machines related to installation repair & maintenance

Applicant should possess a valid Mississippi driver's license and a clean driving record

Applicant should possess good oral and written communication skills

Applicant must be detail oriented, organized and able to multitask.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Regularly involves lifting, bending or other physical exertion.

Work involves being exposed to one or more elements such as heat, cold, humidity, noise, dust, dirt, gases, fumes, chemicals, etc.

## **TERMS OF EMPLOYMENT**

Full time position – 12-month, non-contractual employee

## **SALARY**

The salary offered will be based on educational background and work experience.

## **APPLICATION PROCEDURES**

Applicants **MUST** return all of the following to Human Resources:

1. MDCC Employment Application Form
2. ***Official*** College Transcript(s)
3. Current Resume
4. Consent Form/Authority to Release Information Form

See MDCC website [www.msdelta.edu](http://www.msdelta.edu) under Human Resources for application.

## **APPLICATION DEADLINE**

Internal/External– Until Filled

*Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Building, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.*