



# TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

## NOTICE OF JOB OPENING

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### TOUGALOO COLLEGE Seeks: *HVAC TECHNICIAN*

**Position Summary:** The Heating, Ventilation and Air Conditioning (HVAC) Technician is directly responsible to the Facilities & Real Property Management Supervisor. The HVAC Technician performs various skilled tasks in the installation, maintenance and repair of pertinent equipment in all of the Colleges' facilities. The HVAC Technician receives assignments orally and through written instructions. The supervisor or an administrator will review the work.

The duties and responsibilities for the HVAC Technician are as follows:

- Inspect and evaluate the Heating, Ventilation and Air Conditioning equipment and facilities and make recommendations to the Technical Supervisor.
- Make the necessary repairs to the equipment to ensure maximum operational effectiveness and efficiency.
- Perform necessary preventative, scheduled and deferred maintenance of HVAC equipment and maintain proper records of such.
- Assist the other trade (technical) personnel, as necessary, in the performance of their duties.
- Act as custodian of all HVAC tools, supplies and equipment.

Perform related duties as assigned.

The above duties are not exhaustive. Related similar or other logical duties are to be performed as required.

**Experience/Qualifications:** Graduation from an accredited Junior College or Vocational-Technical School and evidence of skills required in the performance of the above described duties and responsibilities including the appropriate certification to purchase and install Freon.

**Date of Position Opening:** January 26, 2016 (Reposted)

**Application Deadline:** Until filled

**Salary:** 28,000.00/year

**Mail Documents to:** Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174

**Fax Documents to:** (601) 977-7866

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.**

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**