TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: HVAC TECHNICIAN

Position Summary: The Heating, Ventilation, and Air Conditioning (HVAC) Technician reports directly to the HVAC Lead Technician. The HVAC Technician performs various skilled tasks in the installation, maintenance, and repair of HVAC equipment for all facilities on campus. The HVAC Technician receives assignments orally and through written instructions, via the FMX work order system. This position is expected to provide the knowledge and skills necessary to create a comfortable, working environment for all persons occupying the various facilities. Therefore, being able to obtain that comfortable space temperature is essential, despite weather conditions. The HVAC Technician aids the College with saving energy and offer options for improvement on current systems. The Lead Technician Supervisor or an Administrator will review all work performed by this position.

Experience/Qualifications:

- Learn locations of all the College's HVAC equipment and how they relate to each building.
- Gain knowledge about equipment management controls in order to start, stop, seek status, or change conditions as needed for HVAC systems.
- Inspect and preserve all equipment rooms and identify any potential problems for repair of equipment as needed, and keep the systems and rooms clean.
- Make necessary repairs on equipment to ensure maximum operational effectiveness and efficiency. This includes repairs or replacement to any valves, motors, belts, bearings, filters, etc.
- Run operation management for chiller and boiler systems to maintain building temperatures and equipment runtimes.
- Perform necessary preventative, scheduled, and deferred maintenance of HVAC equipment and maintain proper records of such.
- Troubleshoot electrical issues using appropriate testing devices.
- Make recommendations to the Maintenance Supervisor and/or HVAC Lead Technician.
- Complete and close out work orders in the FMX Work Order System in a timely manner.
- Fulfill any other duties as assigned.

Required Knowledge, Skills and Abilities:

- High School education or GED or equivalent, including EPA certification.
- Preferred experience of at least 5 years or more.
- Excellent problem-solving and customer service skills.
- Basic knowledge of computer operation for use of energy management controls and the FMX work order system.
- Ability to climb, stoop, balance, crouch, crawl/kneel regularly.
- Self-motivated with strong ability to follow instructions and work alone, but also be able to work effectively within a team.

The above listings of duties and responsibilities are not exhaustive and are subject to review and change in accordance with the needs of the Human Resources Department; other duties maybe performed as assigned.

Date of Position Opening:	**September 2, 2020**
Application Deadline:	**September 25, 2020**
Salary:	$38,500.00
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

HR/03/07/18