



HVAC - Classification Mechanic I

SALARY: \$57,429.00 Annually
OPENING DATE: 3/29/2023
CLOSING DATE: Open Until Filled
UNIT: Teamsters
DEPARTMENT: Facilities Maintenance
REPORTS TO: Assistant Director, Buildings and Systems

PRINCIPAL RESPONSIBILITIES:

1. Under direct supervision, inspects and reports the repair and maintenance of assigned areas primarily for HVAC systems.
2. Complete responsibility for performing skilled work in the repair and inspection of the HVAC equipment including chiller and building controls systems.
3. Assists in the selection of tools and equipment to perform assigned tasks.
4. Reads and interprets plans, diagrams, blueprints, manuals, and codes in order to make decisions for action.
5. Estimates materials to complete a project or maintenance task and furnish the information to the supervisor.
6. Maintains and provides information for preventative maintenance records.
7. Performs minor carpentry and painting work in the repair/construction/renovation of facilities, furniture and fixtures. Performs minor landscape construction and grounds maintenance.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Five years of verifiable experience in industrial and commercial HVAC equipment repairs, installations, and preventative maintenance
- Electrical experience in controls
- Universal Certification for refrigerants

PREFERRED QUALIFICATIONS:

- Trade school/apprenticeship certificate
- Knowledgeable in all phases of Heating, Ventilating and Air Conditioning

SUPPLEMENTAL INFORMATION:

SCHEDULE: First Shift: 7:00 a.m. to 3:30 p.m.

Monday – Friday

RETIREMENT: PERS

Any Middlesex College employee hired after September 1, 2011 will have to meet the New Jersey residency law requirement.