



## NOTICE OF VACANCY

### *HVAC Maintenance Technician*

**Reports To:** Director of Facilities Management

**Description of Position:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful HVAC Maintenance Technician will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The HVAC Maintenance Technician, under the direction of the Director of Facilities Management is a multi-faceted position 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. The HVAC Maintenance Technician will be expected to:

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

- Change-out or repair PTAC units for dormitories.
- Check assigned buildings and units' heating and refrigeration systems daily and maintain equipment rooms.
- Check gauges and make inspections for preventive maintenance on all HVAC equipment.
- Cut, thread, and bend pipe, using hacksaw, pipe cutters, cutting torch, threading machine, and pipe bending machine.
- Erect and work from ladders, scaffolding, boom trucks, and similar devices.
- 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.
- Install flush valves, faucets; solder copper tubing, and other plumbing related repairs.
- Interpret blueprints, sketches, and read schematic wiring diagrams.
- Lubricate fans, motors, and pumps, change filters and belts, and adjust controls.
- Monitor and cleans boiler system to maintain proper water temperature.
- Operate, maintain, alter, and install mechanical refrigeration systems.
- 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.
- Provide technical support to other trades during special event setups.
- Recommend requisition materials and parts.
- 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.
- Replace lighting ballasts and bulbs on lighting fixtures; replace breakers, run electrical conduit, make necessary electrical repairs.
- Responds to emergency calls after hours as needed

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.*

## **Duties and Responsibilities (cont.)**

- Test equipment for leaks and make corrections, where necessary.
- Troubleshoot and repair Variable Refrigerant Flow (VRF) 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.
- Performs other duties as directed by the Director of Facilities Management.

## **Physical Demand/Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Work involves being exposed to one or more elements such as heat, cold, humidity, noise, dust, dirt, gases, fumes, chemicals, etc. Noise level may be high when operating power equipment or servicing HVAC equipment.

Employee may be exposed to outside weather conditions especially in emergency repair situations. The employee must occasionally lift and/or move up to 60 pounds and greater than 60 pounds using appropriate equipment.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

## **Qualifications:**

### **Mandatory Requirements include:**

- Applicant must hold an Associate Degree in HVAC Technology or equivalent.
- Applicant must possess a Proper Refrigerant Usage Certificate.
- Applicant should be detail oriented, organized and able to multitask.
- 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 five (5) years of experience in Mechanical Trades.
- Applicant should possess good oral and written communication skills.

## **TERMS OF EMPLOYMENT**

This is a full-time, 12-month, Service Employee (SE) position

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## **SALARY**

The salary will commensurate with education and experience.

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

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

Applications can be found on the MDCC website, [www.msdelta.edu](http://www.msdelta.edu), under employment opportunities or call 662-246-6322.

## **DEADLINE**

Internal/External – Until Filled