Amherst College
Office of Human Resources

JOB DESCRIPTION

Title:  HVAC Preventative Maintenance Mechanic

Department:  Mechanical Shop Reports to title:  Mechanical Shop Supervisor

Full Time:  X  Part Time:  Date Prepared:  11/8/2019

Job Group & Level:  PT-1  Regular Daily Work Schedule:  7am to 3:30pm
1. **Summary of Position:**

Support the efforts of the Mechanical Department to carry-out preventative maintenance for all heating, ventilating, and air conditioning systems throughout the campus community. Diagnose and repair/replace system components where failure is imminent. Ensure compliance with chloro fluoro carbons regulations regarding refrigerant handling and reclaiming. Requires attention to detail, problem-solving, organizational, and communication skills, as well as the ability to multi-task and function efficiently under extreme conditions.

The position is considered an essential position meaning the employee is expected to report to work even if the College is closed for weather related or other reasons. Due to the nature of the position, some work outside normal operation hours (evenings, weekends and holidays) is required and must respond to emergencies as needed.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. **Principal Duties and Responsibilities:**

50% - Systems Administration
- Schedule and perform preventative maintenance, and report and maintain records for assigned HVAC systems.

10% - Installation and Management of Systems
- Conduct new installations and alterations of assigned systems and components, as well as troubleshoot and diagnose HVAC and control system.

15% - System Maintenance
- Develop and plan out preventative maintenance programs.

15% - Equipment Allocation
- Order materials, maintain inventories, tools, and equipment, as well as stock vehicles and process work orders.

5% - Contractor Services
- Support, monitor, and inspect contractor services.

5% Performs other duties/functions as requested.
All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

Primary interaction limited to own department for the purpose of obtaining or providing routine information.

4. **Education:**

   **Required:**
   - High School Diploma
   - Refrigeration/CFC License
   - A valid driver’s license and successful credentialing is required in order to operate college vehicles.
   - Successful completion of pre-employment physical and lift test
   - An acceptable criminal offender records information (CORI) check

   **Preferred:**
   - Associate’s degree, or 3+ years’ experience in lieu of degree.

5. **Experience:**

   **Required:**
   - 3 to 5 years
   - Knowledge of HVAC systems
   - Ability to use diagnostic HVAC tools and equipment
   - Attention to detail
   - Basic verbal and written communication, organizational and time management skills
   - Basic knowledge of mechanical systems and hand tools

   **Preferred:**
   - More than 5 years’ experience

6. **Environmental and Physical Demands:**

   - Repetitive motions including hands, wrists, fingers, and arms; lift, carry, push and pull 35 pounds and occasionally lift, carry, push and pull up to 60 pounds.
   - Visual - close concentration/manual dexterity.
   - Movement including kneeling, bending, crawling, reaching
• Other exposures including extreme temperatures, and working in confined spaces.

7. Decision Making:

Develops own objectives and works within overall policies and directions. Little day to day guidance. Work is moderately complex and/or involving frequent changes in priorities.

8. Supervision Exercised/Received:

Frequent supervision. This position receives direction and oversight from Mechanical Shop Supervisor. Department staff will be providing direction when working in conjunction with this position.

Supervisory Responsibility: Yes _________ No ___X___

Number of Employees Supervised: ____0____