BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: HVAC Mechanic

DEPARTMENT: Physical Plant

FUNCTION: Operates, repairs and maintains the College’s HVAC equipment and controls.

REPORTS TO: Acting Managing Director, Physical Plant

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to:

1. Operates, repairs and maintains the HVAC equipment and controls including the following:
   a. Water and Oil Pumps
   b. Water analysis and chemical treatments
   c. Air compressors
   d. Pneumatic, electrical and mechanical controls
   e. Refrigeration, heating, cooling and ventilating equipment
   f. Filter, condenser, cooling towers, evaporators and heat exchangers
2. Maintains the cleanliness and orderliness of department spaces.
3. Maintains logs; prepares written reports to HVAC Specialist as appropriate.
4. Follows sound safety procedures at all times.
5. Installs electric power piping, controls and duct work to replace, maintain or to install new equipment.
6. Prepares list of materials required to maintain inventory and to complete projects and repairs.
7. Performs additional tasks or duties as assigned by the Acting Managing Director of Physical Plant or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
Planning

**Education:** High School or Vocational School education or an appropriate apprenticeship

**Experience:** Minimum of 3 years of experience maintaining and repairing sophisticated air conditioner systems including electric/pneumatic controls, high capacity centrifugal refrigeration equipment and rooftop units.

**Other:** In addition, must:
- Have a valid New Jersey driver’s license
- Be able to work any shift any day of the week
- Be able to lift up to 75 lbs.
- Be able to bend and kneel
- Be able to climb stairs and ladders, use hand tools, work in hot and cold temperatures, wear protective equipment including eye glasses, gloves, hard hat, and coveralls
- Be able to see small objects, work alone, and twist objects (pipes and tools)
- Read, write and speak English and understand material data sheets.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ______________________  Date: __________
Name/Title

Approved by: ______________________  Date: __________
Name/Title

Reviewed by: ______________________  Date: __________
Human Resources

Board Approval: ______________________  Date: __________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE