

Job Description

JOB TITLE: Boiler & HVAC Specialist

DEPARTMENT: Operations

REPORTS TO: Director of Operations

UNIVERSITY MISSION: Rochester University prepares students for professional and personal success as they serve in God's world.

POSITION SUMMARY: The Boiler & HVAC Specialist is responsible for the maintenance of the campus facilities in accordance with state, municipal and departmental standards and expectations. The ideal candidate will be a self-starter, responsible for completing maintenance requests by diagnosing issues and making the repairs in a timely and professional manner. This position will also be responsible for completing special tasks as assigned to them that can include but not be limited to general maintenance and grounds tasks.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Associate degree or journeymen certification in a skilled trade - electrical / HVAC /plumbing
- Must have a valid driver's license and reliable transportation
- 3-5 Years of relevant professional work experience preferred in the industry or a related field

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Proof of 3 years of experience operating boilers, furnaces and HVAC units
- Manage and maintain the major infrastructure equipment pieces of the University to include boilers, HVAC equipment and hot water tanks/systems
- Manage the Building Management system – currently - Honeywell EBI system
- Applicant must demonstrate working knowledge of operation and maintenance of heat systems, fans, motors, isolation valves, control valves, pumps, expansion tanks and heat exchangers
- Applicant must be available to work weekends, holidays and evening shifts as needed and respond to emergency calls.
- This individual is to evaluate and take corrective steps to resolve equipment malfunctions.
- Perform preventive maintenance and repairs on all HVAC units, boilers, hot water tanks and roof top units
- Ability to read, understand, interpret, and follow blueprints, sketches, job specifications, layout piping, directions, safety labels, equipment manuals, etc. is required.
- Candidate must also possess a working knowledge of other trades including electrical and plumbing installations and have ability to perform repairs on these systems.
- Applicant to perform boiler inspection teardown and restore boiler to service.
- Promote an inclusive Rochester through demonstration of our Diversity Statement. Participate in developmental activities to increase understanding and awareness of issues related to diversity, equity and inclusion both individually and as related to my field of work, profession or discipline.

REQUIRED SKILLS AND ABILITIES:

- Display a positive, proactive attitude toward delivering superior customer service
- Ability to lift and move up to 75 pounds.
- Ability to stand for long periods of time and perform manual labor.
- Ability to maintain a consistent, reliable work schedule.
- Supportive of the University mission. Indicators of this support include a demonstrated personal faith in Jesus Christ and being active in a local church.