



POSITION ANNOUNCEMENT

Job Title: Maintenance Mechanic - HVAC
Department: Facilities Management
Reports To: Maintenance Supervisor
Level: 6
Shift/Hours: 40 hours – Tuesday to Friday 10 am to 6:30 pm and Saturday 7 am to 3:30 pm
Date Prepared: March 9, 2018

SUMMARY

This position operates and maintains all university utilities and facilities, domestic and non-domestic. Performs a variety of skilled and non-skilled facilities duties with a primary focus on Heating/Ventilation/Air Conditioning and plumbing. Also responsible for performing minor carpentry, drywall, electrical, and miscellaneous facility repairs as well as assisting with seasonal snow removal on an as-needed basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates and maintains high pressure boilers, humidification and package boilers, air conditioning/refrigeration, and other related systems. Performs regular, periodic maintenance and makes repairs to HVAC systems, assesses systems and recommends corrections to HVAC systems.
2. Operates and maintains pneumatic distribution and controls.
3. Operates and manages Energy Management System (Metasys or other digital controls systems). Completes all necessary recordkeeping and equipment logs.
4. Responsible for daily heating/cooling comfort calls throughout the university.
5. Works with outside HVAC contractors, when necessary, to assure quality work.
6. Performs electrical and plumbing repairs as needed; locksmith repairs including lock pinning and key making.
7. Maintains all lighting, electric motors, switch gears, power panels, branch circuits, battery emergency lighting, and repair, replace or relocate computer and communication cables.
8. Responsible for facility snow removal/plowing, and ice removal on an as-needed basis.
9. Operates motor vehicles regularly; operates Fork Lift, Aerial Work Platform, Skid Steer Utility Vehicle, and other heavy duty mechanical equipment when needed.
10. Responsible for moving furniture when necessary.
11. Performs minor construction, carpentry, drywall, painting and concrete work.
12. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license and a commercially insurable driving record. Occasional overtime, holidays, evening and weekend work may be required.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); or two years related experience and/or training with commercial heating, air conditioning, and ventilation equipment operations and repairs; or equivalent combination of education and experience; working knowledge of a boiler cycle and concept, refrigeration cycle, pneumatics, electrical, pipe fitting, and plumbing. Universal refrigerant license. City of Detroit or State of Michigan Boiler Certification preferred. While employed in this position, must maintain relevant licenses and certifications. Ability to read electrical wiring and schematics.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.