### Job Posting

**Job Title:** HVAC MECHANIC I  
**Job Class:** Skilled trade  
**Department:** Service  
**Reports to:** Plant Supervisor  
**FLSA status:** Full-time (40 hrs. per week) Non-exempt

**To Apply:** Please complete the Application for Employment located on the Otterbein website and send the application, a cover letter, and resume including salary expectations to hr.jobs@otterbein.edu; FAX to 614-823-1511; or mail to Otterbein University, Human Resources, One S. Grove Street Westerville, OH 43081. This position is open until filled.

### SUMMARY:
Performs skilled work installing, maintaining and repairing heating, ventilating, and cooling systems; high temperature, high pressure hot water generation and distribution system; Centrifugal chiller and cold water circulation system; pneumatic control systems, and commercial kitchen equipment. May supervise regular and student employees assigned to HVAC crew. Performs the following duties:

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Installs, maintains, repairs, replaces and alters piping of iron, steel, copper, plastic or other materials as required to supply and operate heating, cooling, and ventilating equipment.
- Installs, operates, repairs, replaces and provides preventative maintenance for heating, cooling, ventilating and pumping equipment throughout the campus.
- Installs, maintains and repairs piping and equipment insulation.
- Installs and replaces filtering equipment and media.
- Adjusts operating components and controls as required to maintain efficiency of the heating and cooling systems.
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- Inspects and maintains/repairs hot and chilled water circulating systems throughout the tunnel systems.
- Installs and replaces filtering equipment and media.
- Provides limited functional supervision over other mechanics, unskilled and student employees.
- Assists management in planning and estimating of time and material requirements for campus projects.
- Performs inspections of boilers, heaters, heat exchangers, and HVAC equipment.
- Assists other University employees in the performance of their duties as required by University priorities or as directed.

### SUPERVISORY RESPONSIBILITIES:
May supervise regular and student labor as assigned.

### QUALIFICATIONS:
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**EDUCATION and/or EXPERIENCE:** High school diploma or GED. Completion of an apprentice program in HVAC or four years directly related experience. Two years’ experience working with hot water generators, burner trim requirements and methods, safety systems and precautions, and precaution of hot water generator and distribution system. Two years’ experience working with centrifugal chillers, cooling towers, and chilled water distribution systems. Two year’s experience in working with water softeners, air conditioning and refrigeration equipment.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Refrigeration Certification required. Must possess and maintain a valid state of Ohio's driver's license and obtain Otterbein's Decision Driving Certification, DDC certification.

**LANGUAGE SKILLS:** Must demonstrate competency in verbal and written English skills including grammar.

**MATHEMATICAL SKILLS:** Must be competent in general math.

**TECHNICAL SKILLS:** Must take pride in and be thorough in quality of work produced; Knowledge of elevator mechanisms, institutional kitchen equipment, HVAC code requirements, pneumatic compressors and pneumatic distribution systems, including pneumatic controls, thermostats, and activation devices. Must be able to maintain high efficiency residential style furnaces and air conditioning equipment. Strong knowledge of DDC and computerized energy management systems preferred. Strong knowledge of indoor quality issues (i.e., radon, mold, and remediation practices). Ability to climb and work from ladders, lifts, scaffolds and in tunnels. Must have supervisory experience. Ability to work from sketches, blueprints and oral instructions. Must be able to lift up to 75 lbs. on a frequent basis. Ability and skill in using and caring for hand and power tools. Must possess basic computer skills such as e-mail, proper use of web-based search, must be able to work with our computer based work order system and report time.

**REASONING ABILITY:** Must possess excellent attention to details; must be a team player and interact collegially and professionally with co-workers and other constituencies.

**PHYSICAL DEMANDS:** 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.

Will be required to pass a post-offer, pre-employment fitness assessment paid for by the University. Will be required to pass a post-offer, pre-employment background investigation. Must be able to reach, lift to 75 pounds, travel throughout campus; must be able to hear and make self heard by co-workers and other constituencies; must be able to see to process work that the position is responsible for completing; must be able to work under deadlines and with constant interruptions. Must be able to climb ladders, lift and manipulate tools common to the profession. Must be able to meet predictable and regular attendance standards.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to seasonal temperature fluctuations as well as working environment common to the physical plant environment (e.g., catwalks, small spaces, heights, etc.)

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct
and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.