

HVAC Service Tech  
Embry-Riddle Aeronautical University

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Posted May 21, 2019, set to expire Sep. 20, 2019

**Job Title** HVAC Service Tech

**Department**

**Institution** Embry-Riddle Aeronautical University  
Prescott, Arizona

**Date Posted** May 21, 2019

**Application** Open until filled

**Deadline**

**Position Start** Available immediately  
**Date**

**Job Categories** Classified Staff

**Academic Field(s)** Facilities/Maintenance/Transportation

**Job Website** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190332>

**Apply By Email**

**Job Description**

The HVAC, Refrigeration & EMS Tech will support the facilities maintenance department in trouble-shooting and repair efforts on commercial grade heating, ventilating and air conditioning (HVAC), refrigeration systems and multi-zone systems that incorporate pneumatic, electronic, and/or programmable logic controls. Performs diagnosis, repair and installation of components.

Responds to assigned work orders in a timely manner, ensures job is completed to the campus standard and closes the work order out through the handheld tablet linked to the CMMS system.

- Inspects and measures building to determine airflow requirements.
- Plans and draws layout and dimensions of duct work.
- Obtains price quotations on materials and purchases materials such as sheet metal, compressors, and fans, from suppliers.
- Tests equipment to verify that equipment is functioning. Trouble-shoots and diagnoses equipment

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that is not functioning.

- Schedules heating/air conditioning installation assignments. Examines installed heating/air conditioning systems to verify that system is functioning.
- Repairing/replacing HVAC and mechanical system components, as needed.
- Establishes or adjusts work procedures to meet production schedules. Recommends measures to improve production methods, equipment performance, and quality of product. Maintains time and production records.
- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Facilitates completion of HVAC related PM (Preventive Maintenance) and creates PM work order check lists for new equipment.
- Researches and selects materials for HVAC systems installation, repair and maintenance and performs quality repairs and maintenance on campus HVAC equipment as required.

### Qualifications

High School diploma or GED – Post High School training from a certified HVAC institute.

3+ years – using an Energy Management System (EMS), preferably Johnson Controls system

3+ years - progressively responsible HVAC or refrigeration equipment installation, maintenance and repair experience.

Refrigerant-handling certification at the Universal level.

Solid knowledge of HVAC and refrigeration. Solid knowledge of repair, maintenance and installation techniques.

Skill in analyzing HVAC or refrigeration malfunctions from performance and test equipment readings and determining and performing appropriate repairs.

Arizona Driver's License and clean MVD driving record and the ability to operate campus vehicles and equipment in a safe, responsible manner

Ability to remain awake and alert at all times.

Ability to use computer tablet to input work order service details in to the CMMS system

Must be able to lift heavy objects

### Contact Information



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**Contact**

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