

HVAC Mechanic Tufts University

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Posted May 8, 2025, set to expire Dec. 31, 2025

Job Title	HVAC Mechanic
Department	Department of Facilities Services
Institution	Tufts University Medford, Massachusetts
Date Posted	May 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://jobs.tufts.edu/jobs/21519?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

New hires are eligible for a \$5,000 bonus* for this position!!

This position has a schedule of **Sunday - Thursday; 7:00 AM - 3:30 PM** at one work location.

The Department of Facilities Services is responsible for the efficient and cost-effective operations, maintenance, and management of all Tufts University facilities consisting of approximately 5 million square feet of space on three campuses (Somerville/Medford, Grafton, and Boston).

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A broad range of services is provided to support the University campuses including facility maintenance by all trades, capital maintenance, information technology systems for operations (work control, time capture, preventative maintenance), energy and utilities systems, recycling and waste management, event services, residential facilities coordination, grounds maintenance and facility condition assessment and tracking. Facilities Services plays a critical role in planning for the \$30M/year deferred maintenance investment.

Related functions, which require close coordination with this department, are public and environmental health and safety, campus planning and design, and construction of capital and deferred maintenance projects including major repairs, renovations, and new construction.

What we offer:

Tufts University offers competitive pay and a comprehensive benefits package for full-time eligible employees, which includes but is not limited to 15 Vacation days annually for weekly paid employees, 14 Paid Holidays per year, 2 Personal days per year, University-Funded Retirement Plan at 5 or 10% covered salary over Social Security Wage Base (vesting period applies), commuter benefits, and tuition remission for eligible staff and their dependents.

What You'll Do

Reporting to facilities management, the HVAC Mechanic I is responsible for the diagnosis, maintenance, installation and repair of various types of HVAC, heating and filtering equipment to ensure that such systems are functioning effectively and efficiently.

- The HVAC Mechanic I must have experience installing, troubleshooting, and servicing chillers, package systems and split systems as well as equipment for air conditioning, refrigeration, heating, climate and air quality control systems.
- The HVAC Mechanic I typically works a regular schedule but will be called upon out of hours for emergency repairs, or to provide coverage under circumstances including extreme weather conditions or important campus events.
- This position is considered essential as defined in the Tufts University Employee Handbook.

What We're Looking For

Basic Requirements:

- Minimum of 7 years of relevant experience including a minimum of 4 years of experience as a licensed HVAC technician
- High School diploma or GED
- Certification in EPA/DEP and Universal CFC reclamation
- Valid US Driver's license
- Valid Massachusetts Refrigeration Technician License
- Must be able to perform minor plumbing and electrical work (as allowed by code)
- Must be able to read and comprehend blueprints
- Must have working knowledge of computers in a Windows environment, BAS systems (JCI and Schneider helpful), and Computerized Maintenance Management Systems, (MAXIMO helpful)
- Must have effective oral and written communications skills with the ability to read, write and comprehend the English language
- Must possess solid time management and organizational skills, work well under pressure and juggle multiple tasks effectively prioritizing competing requirements

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- Must be able to work professionally and tactfully with fellow employees, faculty, students and staff; deal with difficult people and/or stressful scenarios
- Must maintain a professional appearance at all times and adhere to the University's uniform policy
- Must be physically able to meet all job requirements
- Solid time management skills including the ability to multi-task, tactfully deal with unforeseen challenges and people and work well in a team setting with other technicians and trades professionals
- Required to work indoors and outdoors in potentially cramped space, during inclement weather year round
- Successful completion of CORI/SORI background and driving background checks

Preferred Qualifications:

- Associates degree or higher in relevant field
- Valid Massachusetts Journeyman Sheet Metal License
- Trade or vocational school is strongly preferred
- Proficiency in the use of Maximo CMMS system
- OSHA 10 card

Special Work Schedule Requirements:

- Flexibility in work schedule required due to campus related emergencies, events occurring nights and weekends and special events such as matriculation and commencement.

Join Tufts University today to take advantage of our wonderful benefits package. In addition to various health, dental, and vision plans, employees enjoy generous time off, tuition remission, retirement plans with strong contributions, life insurance, long-term disability, commuter benefits, and many other perks and discounts!

The pay rate for this position is \$47.75 / hour.

*Bonus eligibility and criteria:

- The new hire must be a regular, full-time university employee and must be employed by the university when the bonus is paid out.
- The new hire must represent the candidate's first contact with the university.
- The new hire cannot be currently employed at the university.
- Non-benefits eligible temporary/contract employees are not eligible.
- This is a one-time bonus paid in two installments. \$2,500 will be paid at the new hire's 180th day of employment. The remaining installment of \$2,500 will be paid at the new hire's one year anniversary of employment.
- All sign-on bonuses are considered compensation according to federal tax guidelines.
- New hire must be in good standing to be eligible for payment.

Contact Information

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Contact

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